

#### CITY OF WHITEWATER COMMON COUNCIL AGENDA

Common Council Meeting

### Tuesday, June 6, 2017 - 6:30 p.m.

City of Whitewater Municipal Building 312 W. Whitewater St., Whitewater, WI 53190

#### CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE.

#### **CONSENT AGENDA:**

CA-A	Approval of Council Minutes of 5/2/16, 5/16/17 and 5/23/17.	P. 1		
CA-B	Approval of Payment of City Invoices processed through 6/1/17.	P. 18		
CA-C	Acknowledgement of Receipt and Filing of the Following:	P. 23		
	*Parks and Recreation Board Minutes of 4/19/17;			
	*Irvin L. Young Memorial Library Board Minutes of 4/17/17.			
	*CDA Board Minutes of 1/26/17, 2/23/17, 3/23/17, and 4/27/17;			
	*Landmarks Commission Minutes of 1/5/17, 2/2/17, 3/2/17, 3/17/17, 4/6/17, 5/4/17.			
CA-D	Expedited Approval of the Following Items, per City Staff Recommendation: R-1, C-6, C-7	n/a		

## Swearing in for Whitewater Police Department's new Canine

#### CITY MANAGER UPDATE

#### STAFF REPORTS:

Landmarks	Landmarks Commission Annual Report Presentation.		
Commission			
Grocery Co-op	Presentation of Grocery Store Co-op Information.	(Councilmember Singer	n/a
	request).		

**HEARING OF CITIZEN COMMENTS.** No formal Common Council Action will be taken during this meeting although issues raised may become a part of a future agenda. Participants are allotted a three minute speaking period. Specific items listed on the agenda may not be discussed at this time; however citizens are invited to speak to those specific issues at the time the Council discusses that particular item.

#### **RESOLUTIONS**: None.

*R-1	Adoption of Annual Compliance Maintenance Resolution	P. 68
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#### **ORDINANCS** – First Reading – None.

#### **ORDINANCES** – Second Reading.

O-1	Annexation of Real Estate owned by Kienbaum Family, located on west side of North Tratt	P. 97
	Street. (Two parcels – one in Jefferson Co. and one in Walworth Co.)	

#### **CONSIDERATIONS:**

C-1	Approval of 2017-2018 Class A Beer	Class A Liquor	Class R Reer	Class B Liquor and	P. 102
$\sim$ 1	Tippioval of 2017 2010 Class II Deci.	, Class II Liquoi,	Clubb D DCCI	, Class B Elquoi, and	1.102

	Class C Wine Licenses. (City Clerk Request).	
C-2	Appointment of citizen member to Birge Fountain Committees.	P. 107
C-3	Discussion and possible direction regarding vacant council seat. (Councilmember Goettl request).	P. 109
C-4	Presentation of questions for POLCO software, and request for council input regarding the same.	P. 112
C-5	Discussion and possible direction regarding Board and Commission reports to Council. (Councilmember Grady request).	n/a
*C-6	Authorization to dispose of unused City property (Wastewater Treatment Plant) and sell through Wisconsin Surplus Online auction.	P. 115
*C-7	Authorization to cancel July 4, 2017 council meeting.	n/a
C-8	Councilmember Requests for Future Agenda Items.	n/a
C-9	Executive Session. Adjourn to Closed Session, TO RECONVENE APPROXIMATELY  15 MINUTES FROM TIME OF ENTERING INTO CLOSED SESSION, pursuant to  Wisconsin Statutes Chapter 19.85(1) (g) "Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved." Item to be Discussed: Legal strategy relating to 2016 Downtown Parking Lot Resurfacing.	n/a
C-10	Possible action on Downtown Parking Lot Resurfacing Project / Payments.	n/a
C-11	Adjournment.	n/a

Anyone requiring special arrangements is asked to call the Office of the City Manager / City Clerk at least 72 hours prior to the meeting.

\*Items denoted with asterisks will be approved on the Consent Agenda unless any council member requests that it be removed for individual discussion.

## ABSTRACT/SYNOPSIS OF THE ESSENTIAL ELEMENTS OF THE OFFICIAL ACTIONS OF THE COMMON COUNCIL OF THE CITY OF WHITEWATER, WALWORTH AND JEFFERSON COUNTIES, WISCONSIN.

May 2, 2017

The regular meeting of the Common Council was called to order at 6:30 p.m. by Council President Singer. MEMBERS PRESENT: McCormick, Langnes, Grady, Binnie, Goettl, Singer, Allen. MEMBERS ABSENT: None. LEGAL COUNSEL PRESENT: Wallace McDonell.

It was moved by Binnie and seconded by Singer to approve the Council minutes of 4/18/2017 and to acknowledge receipt and filing of the Irvin L. Young Memorial Library Board minutes of 2/20/17 (as amended) and 3/20/17. AYES: McCormick, Langnes, Grady, Binnie, Goettl, Singer, Allen. NOES: None. ABSENT: None.

**PAYMENT OF CITY INVOICES**. It was moved by Binnie and seconded by Singer to approve payment of city invoices in the sum of \$79,023.96. AYES: McCormick, Langnes, Grady, Binnie, Goettl, Singer, Allen. NOES: None. ABSENT: None.

**STAFF REPORTS:** City Manager Clapper gave his update on city happenings. **CITIZEN COMMENTS:** Larry Kachel of 457 Buckingham commended the staff on their diligence in planning and managing a well-run Spring Splash event. Kachel thanked the Police Chief for the partnerships that occurred.

AUTHORIZATION OF COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION (Franklin and Ann Street Reconstruction Projects). As part of the City's 2018 Capital Improvement program, the reconstruction of Franklin and Ann Streets will be completed. The engineering firm is nearing completion of their work. To help offset the cost of the project, the City would like to apply for a Community Development Block Grant (CDBG). A requirement of the application is for the City to hold a public hearing and approve a Resolution authorizing submission of the grant application. The grant award could be as high as \$500,000. The reconstruction project is scheduled for 2018. The Assistant City Manager has held public information sessions for the project as well. No comments were received from the public at the hearing. It was moved by Allen and seconded by Goettl to approve the submission of a Community Development Block Grant application for completion of the Franklin and Ann Street reconstruction. AYES: McCormick, Langnes, Grady, Binnie, Goettl, Singer, Allen. NOES: None. ABSENT: None.

#### **AUTHORIZING RESOLUTION**

for the Submission of a Community Development Block Grant (CDBG) Application

Relating to the	City	of	Whitewater	participation in the
	(County, City, Village, or To	wn)	(UGLG/Unit of General Local Government	t's Name)
Community Dev	elopment Block Gra	nt – P	Public Facilities (CDBG–PF) / Plar	nning (CDBG-
PLNG)				

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nro	gram	
pro	grain	

WHEREAS, Federal monies are	available under the Commu	nity Development Block Gran	t		
(CDBG) program, administered l Division of Energy, Housing and provision or	· -				
development of a		City of Whitewater			
plan (CDBG-PLNG), or for the p		y, Town, Village)  public facilities (CDBG-PF);	and		
WHEREAS, after public meeting the	g and due consideration,	Common Council			
Committee)		(Name of Appropriate			
has recommended that an applica	ation be submitted to DOA f	or the following project(s):			
Franklin Str	eet and Ann Street Recons	struction	; and		
	(CDBG Proposed Project Title)				
WHEREAS, it is necessary for the		mon Council ord, City Council, Village Board, Town Board	to		
approve the preparation and filin	•	City of Whitewater	to		
	<del></del>	(County, City, Town, Vi	llage)		
receive funds from this program;	and				
WHEREAS, the	Common Council	has review	ed the		
	(County Board, City Council, Village Bo				
need for the proposed project(s)	and the benefit(s) to be gain	ed there from;			
NOW, THEREFORE, BE IT RE	SOLVED, that	Common Council			
Board)		(City Council, County Board, Village Board	rd, Town		
does hereby approve and authorize	ze the preparation and filing	of an application for the abov	e-		
named project(s); and that the	City Mar	nager is h	ereby		
		Board Chair, Village President)			
authorized to sign all necessary of the	locuments on behalf of	City of Whitewater	; and		
		(County, City, Village, To	wn)		
that authority is hereby granted to		ity of Whitewater Name of Appropriate Committee)			
	(-	v ** *			

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to take the necessary steps to prepare and file the application for funds under this program in accordance with this resolution.

ADOPTED on this	<b>2nd</b> day of	May ,	<b>2017</b> . ATTEST	: Michele S	mith
	(Day)	(Month)	(Year)	(Signature of Clerk)	
The governing body of		e City of Whitew	resolution	ized the above	
by Resolution No.:	n/a (Resolution N	, dated	5/2/2 (Date Authorized)	2017	·
Pa	atrick J. Singer		Council Pre	esident	5/2/2017
Signature of the Chief Elected Signed	l Official		Title		Date
Pa	atrick J. Singer				

Typed Name of the Chief Elected Official

#### ORDINANCE AMENDING CHAPTER 11- NO PARKING ON S. PRINCE STREET.

City Manager Clapper indicated that the proposed ordinance included in the packet did not include the fact that the parking limitations proposed on S. Prince Street and W. Peck Street would run from 7:00 a.m. – 4:30 p.m. during scheduled school days. It was noted that several neighbors have contacted the City, concerned about parking beyond the school hours. Bonnie Miller, Prince Street resident, wanted to confirm that the hours of prohibited parking are from 7:00 – 4:30 p.m. only. David Yochum of 230 Greenhouse Lane expressed concern that when parking is eliminated from Peck Street, people will begin to park elsewhere. He is concerned that the parking will end up on Greenhouse Lane, which is very narrow. Tom Miller of 221 Prince Street indicated that at the current time, there have to be at least 25 open parking spaces in the Lincoln School lot. Miller noted that teaching staff is parking on Prince Street, assumedly because it is more convenient for them. Virginia Epps of 970 W. Highland Street questioned whether there would be ability for dropping off students, expressed concern for those needing to park closer due to special needs, and expressed concern about the effects on Highland Street. Councilmember Binnie explained that the original intent was to prohibit stopping or parking, but the ordinance presented provides only for no parking. Binnie would like the subject of stopping or standing addressed as well. Councilmember Goettl was under the impression that the school was redesigning their layout to allow for drop off locations to be on the side of the school property. Goettl does not remember discussion relating to total removal of parking on Peck Street, thereby pushing school parking further into residential areas. Councilmember Singer requested that the School District administration be present for the second reading of the ordinance on May 16<sup>th</sup>.

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#### ORDINANCE No. 1937 AN ORDINANCE AMENDING CHAPTER 11.16 PARKING LIMITATIONS

The Common Council of the City of Whitewater, Walworth and Jefferson Counties, Wisconsin, do ordain as follows:

SECTION 1. Whitewater Municipal Code Chapter 11.16 is amended by <u>deleting</u> from Section 11.16.150 the parking restrictions set forth below:

S	Prince St.	East side; from the north curbline of W. Peck, north to a point 250 feet north	11.22.015	No stopping, standing or parking from 7:30 am to 4:30 pm except Saturday, Sunday and holidays
S	Prince St.	West side; from S curbline of Highland Street thence south 285 feet	11.16.031	Fifteen minute parking
S	Prince St.	West side; from the north curbline of W. Peck extended, north to a point 70 feet north	11.16.080	No parking

SECTION 2. Whitewater Municipal Code Chapter 11.16 is hereby amended by <u>adding</u> to Section 11.16.150, the No Stopping, Standing or Parking areas set forth below:

S	Prince St.	Both sides; from W. Highland	11.22.010	No stopping, standing or
		Street, thence south to the south		parking 7:00 a.m. to 4:30 p.m.
		curb line of W. Peck Street		during scheduled school days
S	Prince St.	Both sides; from the south curb	11.22.010	No stopping, standing or
		line of W. Peck Street thence		parking 7:00 a.m. to 4:30 p.m.
		south 300 feet		during scheduled school days
W	Peck St.	Both sides; from S. Prince	11.22.010	No stopping, standing or
		Street, to the east curb line of		parking 7:00 a.m. to 4:30 p.m.
		Greenhouse Lane		during scheduled school days

Ordinance introduced by Council Member Binnie, who moved its adoption. Seconded by Council Member Allen. AYES: McCormick, Grady, Binnie, Singer, Allen. NOES: Langnes, Goettl. ABSENT: None.

Cameron L. Clapper, City Manager Michele R. Smith, City Clerk

ORDINANCE RELATING TO BOARD AND COMMISSION TERM LIMITS. A lengthy discussion took place relating to the pros and cons of eliminating existing term limits for Board and Commission members. Being able to draw from long-term experience was considered positive, although it was noted that ideas brought forth from newer members are very beneficial. Councilmember Binnie acknowledged the difficulty of recruiting new members on local Boards. Councilmember Allen indicated that Councilmembers do not have term limits, and he felt that Board and Commission positions should be handled in the same manner. Councilmember Grady encouraged member turnover to prevent stagnation. Various options were discussed. Councilmember Goettl supported turnover of Board members. It was moved by Binnie and seconded by Langnes to refer this subject to the newly-created Community Involvement Commission, have them make a recommendation and refer it back to Council. AYES: McCormick, Grady, Binnie, Goettl, Singer, Allen. NOES: Langnes. ABSENT: None.

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TOWING CONTRACTS WITH FERO'S AND MILLS. It was moved by Binnie and seconded by Goettl to approve contracts with Fero's Towing and Mills Automotive (relating to towing of vehicles in City). AYES: McCormick, Langnes, Grady, Binnie, Goettl, Singer, Allen. NOES: None. ABSENT: None.

**DOWNTOWN PARKING LOT RESURFACING IN 2016**. City Manager Clapper indicated that the City hired Jefferson County to complete chip seal work on eleven parking lots in the downtown area. The chip seal covering was the most cost effective. Heavy rains after the work was done last year caused emulsion stain on the sidewalk. After steady cleaning and plowing since the work completion, the work product has not endured. Councilmember and staff concerns were raised, and this subject has been discussed at previous council meetings. Clapper indicated that the Environmental group that was called to do cleanup work has confirmed through their testing that the Lake was not contaminated as a result of the emulsion runoff. However, there is an \$80,000 bill for their services. Clapper indicated that the City has paid \$56,000 of the bill, and will negotiate in an effort to eliminate the \$24,000 balance. Clapper indicated that Jefferson County has received \$60,000 for the paving. Clapper has had conversations with the County Administrator regarding mitigation, and possibly even working with the County to fix any issues. If a mill and overlay job must be done, it could cost between \$80,000 - \$100,000. City Manager Clapper indicated that further information will be coming at the next Council meeting.

CHANGE ORDER NO. 7 WASTEWATER TREATMENT PLANT. Details regarding the changes requested for the Wastewater Treatment Plant were presented. It was confirmed that some of the changes had already been improved internally. The total cost of the requested changes is \$40,369.72. (Leaves a contingency balance for project at \$1,096,427.63). It was moved by Binnie and seconded by Allen to approve Change Order No. 7 as requested. AYES: McCormick, Grady, Binnie, Singer, Allen. NOES: Langnes, Goettl. ABSENT: None.

<u>SANITARY SEWER MAINTENANCE APPROVAL – 2017</u>. It was moved by Binnie and seconded by Goettl to approve the 2017 sewer maintenance programming, which includes televising, grout injection, pressure testing and sealing, CIPP spot repairs and CIPP gravity mains. The total cost estimate for 2017 is \$100,244.00. Televising and CIPP spot repairs are to be awarded to Great Lakes TV & Seal of Green Bay, Wisconsin. MH grout injection and pressure test and seal functions are to be awarded to Visu-Sewer of Pewaukee, Wisconsin. CIPP gravity main will be handled by Terra Engineering of Madison, Wisconsin. AYES: McCormick, Langnes, Grady, Binnie, Goettl, Singer, Allen. NOES: None. ABSENT: None.

WASTEWATER TREATMENT PLANT WASTE RECEIVING STATION FEASIBILITY STUDY. City Manager Clapper reported that the City entered into a contract with Baker Tilly in March of 2016 to assess feasibility of a joint venture partner that would provide most or all of the funding necessary to place a waste receiving station at the Wastewater Utility. A summary report was received from Baker Tilly in October. The summary, which was very brief, indicated the need for more thorough data in order to better assess the potential for the waste receiving station. It is believed the consultant became more aware that digester

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loading cannot be categorized by volume only. Characteristics of the waste is critical to arrive at anaerobic digester design and capacity. Baker Tilly's conclusion was that smaller disposal volumes were not attractive to industrial clients, and "unknowns" made it difficult to have meaningful discussions with clients. The agreement with Baker Tilly included a \$10,000 non-refundable retainer. There would be a success fee that would equal 10% of the estimated construction cost of the receiving station (but not less than \$40,000). The City incurred \$6,000 in fees. Several council members were concerned that the fee paid was too high for the services received. It was recommended that City staff consult with Baker Tilly for an additional consideration in fee reduction.

**REQUESTS FOR FUTURE AGENDA ITEMS**. Councilmember Grady requested that the Council consider hearing from one Board or Commission per month, to hear what they have been working on and their goals. The purpose of the presentations is so Council can stay abreast of the activities of the Boards and Commissions.

EXECUTIVE SESSION. It was moved by Allen and seconded by Goettl to adjourn to Closed Session, TO RECONVENE APPROXIMATELY 20 MINUTES AFTER GOING INTO CLOSED SESSION, per Wisconsin Statutes 19.85 (1) (e): "Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specific public business, whenever competitive or bargaining reasons require a closed session." Item to be Discussed: Discussion concerning Police Union (WPPA) Contract for canine handler. AYES: McCormick, Langnes, Grady, Binnie, Goettl, Singer, Allen. NOES: None. ABSENT: None.

WPPA CONTRACT (POLICE UNION) FOR CANINE HANDLER. A contract between the WPPA and the City of Whitewater relating to handling of the canine was presented. It was moved by Allen and seconded by Grady to approve the agreement between the City and the WPPA. AYES: McCormick, Langnes, Grady, Binnie, Goettl, Singer, Allen. NOES: None.

<u>ADJOURNMENT</u>. It was moved by Grady and seconded by Binnie to adjourn the meeting. Motion carried by unanimous voice vote. The meeting adjourned at 8:50 p.m.

Respectfully submitted,

Michele R. Smith, Clerk

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## ABSTRACT/SYNOPSIS OF THE ESSENTIAL ELEMENTS OF THE OFFICIAL ACTIONS OF THE COMMON COUNCIL OF THE CITY OF WHITEWATER, WALWORTH AND JEFFERSON COUNTIES, WISCNSIN.

May 16, 2017

The regular meeting was called to order at 6:30 p.m. by Council President Singer. MEMBERS PRESENT: McCormick, Langnes, Binnie, Singer, Allen. MEMBERS ABSENT: Grady, Goettl.

It was moved by Binnie and seconded by Langnes to acknowledge receipt and filing of the Financial Reports for April, 2017 and the Parks and Recreation Board Minutes of 3/15/17. AYES: McCormick, Langnes, Binnie, Singer, Allen. NOES: None. ABSENT: Goettl, Grady.

<u>PAYMENT OF INVOICES</u>. It was moved by Binnie and seconded by Langnes to approve payment of city invoices in the total sum of \$84,836.89. AYES: McCormick, Langnes, Binnie, Singer, Allen. NOES: None. ABSENT: Goettl, Grady

<u>CITY MANAGER UPDATE AND STAFF REPORTS</u>. City Manager Clapper gave his biweekly update on City happenings. PR and Communications Manager Mickelson gave an update on her activities since beginning the newly-created PR and Communications position in January. Downtown Whitewater Director Courtney Nelson announced the public art installations at the intersection of Wisconsin and E. Main Streets on May 25.

<u>CITIZEN COMMENTS</u>: Greater Whitewater Committee Chairperson Jeff Knight invited everyone to the Highway 12 Transportation Forum at Gateway Technical College on May 19, hosted by the Red Line Coalition, organized to promote continuation of the Environmental Impact Statement relating to Highway 12 expansion.

**RESOLUTION ADOPTING CITIZEN PARTICIPATION PLAN**. The City had previously adopted a Citizen Participation Plan, but it is in need of updating to comply with requirements of the Franklin / Ann Street reconstruction grant application. No citizens spoke with regard to the update of the Participation Plan.

Resolution to Adopt a Citizen Participation Plan

WHEREAS, the	City	of	Whitewater	has applied for
Government's Name)	(County, City, Ville	age, or Town)	(UGLG/Unit of Ge	
a Community Develop	ment Block Grant (CI	OBG); and		
WHEREAS, the State of	of Wisconsin Departn	nent of Administrat	ion (DOA) and the U.S. Dep	partment
of Housing and Urban	Development (HUD)	require recipients of	of Community Development	Block
Grant (CDBG) monies	to have in place a Cit	izen Participation I	Plan; and	

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WHEREAS, the Citizen Participation Plan shall encourage citizen participation (especially by

meetings and information	on, provide for techr	nical assistance, pr	ovide for public hearings, pro	ovide
for complaint procedure	es, and accommodate	e non-English spe	aking residents; and	
WHEREAS, the	City	of	Whitewater	has prepared
Government's Name)	City (County, City, Vill	lage, or Town)	(UGLG/Unit of G	General Local
and publicly reviewed a	Citizen Participation	on Plan;		
NOW, THEREFORE, I	BE IT RESOLVED,	that the	Common (	Council
Board, Town Board)			(City Council, C	County Board, Village
of the	City	of	Whitewater	officially
,	City, Village, or To	own)	(UGLG/Unit of Gene	ral Local Government's
Name)				
adopts the Citizen Partic  ADOPTED on this	cipation Plan.  16th day of	May ,	<b>2017</b> . ATTEST:	
(Signature of C	(Day)	(Month)	(Year)	
The governing body of			Council has authorized cal Government's Name)	the above resolution
by Resolution No.:	n/a	, dated	May 16, 2	
D-4-1-1 C'	(Resolution 1	Vumber)		(Date Authorized)
Patrick Singer			Council Presid	lent 5/16/17
Signature of the Chief E	lected Official		Title	
Date Signed				
	atrick J. Singer		_	
Typed Name of the Chie	t Elected Official			

persons of low to moderate income), provide citizens reasonable and timely access to local

Resolution introduced by Councilmember Allen, who moved its adoption. Seconded by Councilmember Binnie. AYES: McCormick, Langnes, Binnie, Singer, Allen. NOES: None. ABSENT: Grady, Goettl.

### RESOLUTION ADOPTING POLICY TO PROHIBIT USE OF EXCESSIVE FORCE AND BARRING OF ENTRANCES / EXITS FOR NON-VIOLENT CIVIL RIGHTS

<u>**DEMONSTRATIONS**</u>. The Whitewater Police Department does have a Departmental policy addressing these issues, but the Franklin / Ann Street grant requirements request that the City have a Resolution adopting the prohibition. Police Department has reviewed the Resolution and agrees that their policy does coincide with the Resolution proposed. No citizens spoke regarding the adoption of the Resolution.

Resolution to Adopt the Policy to
Prohibit the Use of Excessive Force and the Barring of Entrances/Exits
for Non-Violent Civil Rights Demonstrations

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#### RESOLUTION NO. N/A

### A RESOLUTION OF THE CITY OF WHITEWATER OF THE CITY OF WHITEWATER. WALWORTH AND JEFFERSON COUNTIES, WISCONSIN.

### POLICY TO PROHIBIT THE USE OF EXCESSIVE FORCE AND THE BARRING OF ENTRANCES/EXITS FOR NON-VIOLENT CIVIL RIGHTS DEMONSTRATIONS

WHEREAS Section 104 (L)(1) of Title I of the Housing and Community Development Act of 1974 as amended (42 U.S.C. 69 §5304) prohibits the State from expending or obligating any Community Development Block Grant funds to any unit of general local government that does not have or adopt a policy prohibiting the use of excessive force by local law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and a policy of enforcing State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstration within its jurisdiction;

AND WHEREAS it is in the interest of the CITY OF WHITEWATER to pursue Community Development Block Grant Funds and to adopt policy that complies with Section 104 (L)(1) of Title I of the Housing and Community Development Act of 1974 as amended (42 USC 69 §5304);

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF WHITEWATER;

It is POLICY of the CITY OF WHITEWATER to prohibit the use of excessive force by law enforcement agencies within the CITY OF WHITEWATER'S jurisdiction against any individuals engaged in nonviolent civil rights demonstrations.

It is POLICY of the CITY OF WHITEWATER to enforce applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstration within the CITY OF WHITEWATER'S jurisdiction.

The officials and employees of the CITY OF WHITEWATER shall assist in the orderly prevention of all excessive force within the CITY OF WHITEWATER by implementing the authority and enforcement procedures set forth in Title I of the Housing and Community Development Act of 1974.

The COMMON COUNCIL OF THE CITY OF WHITEWATER directs the WHITEWATER, WISCONSIN POLICE DEPARTMENT AND POLICE CHIEF to implement this Resolution by amending applicable CITY OF WHITEWATER POLICE DEPARTMENT procedures.

Resolution introduced by Councilmember Allen. Seconded by Councilmember Binnie. Resolution introduced by Councilmember Allen, who moved its adoption. Seconded by Councilmember Binnie. AYES: McCormick, Langnes, Binnie, Singer Allen. NOES: None. ABSENT: Grady, Goettl.

PASSED BY THE COMMON COUNCIL OF THE CITY OF WHITEWATER.

Patrick J. Singer, Chief Elected Official Michele R. Smith, City Clerk

**RESOLUTION ADOPTING A FAIR HOUSING ORDINANCE.** Also required by the Franklin / Ann Street grant application is an up-to-date Resolution adopting a Fair Housing Ordinance. No citizen comments were received relating to the Resolution.

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#### Resolution to Adopt a Fair Housing Ordinance

# AN ORDINANCE TO CREATE SECTION TBD OF THE MUNICIPAL CODE OF THE CITY OF WHITEWATER ADOPTING WISCONSIN STATUTES, SECTION 106.50, AS AMENDED, RELATING TO THE EQUAL RIGHTS OF ALL PERSONS TO FAIR HOUSING, AND PROVIDING MEANS FOR THE IMPLEMENTATION AND ENFORCEMENT THEREOF.

#### THE CITY OF WHITEWATER DOES ORDAIN AS FOLLOWS:

Section TBD is created to read as follows:

#### FAIR AND OPEN HOUSING

WHEREAS, the Common Council of the City of Whitewater recognizes its responsibilities under Section 106.50, Wisconsin Statutes, as amended, and endorses the concepts of fair and open housing for all persons and prohibition of discrimination therein;

#### THEREFORE, BE IT ORDAINED THAT:

- 1) The Common Council of the City of Whitewater hereby adopts Section 106.50, Wisconsin Statutes, as amended, and all subsequent amendments thereto.
- 2) The officials and employees of the City of Whitewater shall assist in the orderly prevention and removal of all discrimination in housing within the City of Whitewater by implementing the authority and enforcement procedures set forth in Section 106.50, Wisconsin Statutes, as amended.
- 3) The Municipal Clerk shall maintain forms for complaints to be filed under Section 106.50, Wisconsin Statutes, as amended, and shall assist any person alleging a violation thereof in the City of Whitewater to file a complaint thereunder with the Wisconsin Department of Work Force Development, Equal Rights Division, for enforcement of Section 106.50, Wisconsin Statutes, as amended.

Resolution introduced by Councilmember Allen. Seconded by Councilmember Binnie. Resolution introduced by Councilmember Allen, who moved its adoption. Seconded by Councilmember Binnie. AYES: McCormick, Langnes, Binnie, Singer Allen. NOES: None. ABSENT: Grady, Goettl.

PASSED BY THE COMMON COUNCIL OF THE CITY OF WHITEWATER.

Patrick J. Singer, Chief Elected Official

Michele R. Smith, City Clerk

ANNEXATION OF REAL ESTATE OWNED BY KIENBAUM FAMILY, LOCATED ON WEST SIDE OF NORTH TRATT STREET (RYAN HUGHES, PETITIONER). Plan Commission has reviewed the annexation petition filed by Ryan Hughes on behalf of the Kienbaum family. The approximately 10.6 acre parcel to be annexed is partially in the Town of Cold Spring and partially in the Town of Whitewater. The area is located within the City's Sanitary Sewer Service area and the Comprehensive Plan Future Land Use map shows this area as future neighborhood and higher density residential. The temporary zoning classification assigned to the property is R-3, Multi-Family residence.

### FIRST READING AN ORDINANCE ANNEXING TERRITORY TO THE CITY OF WHITEWATER, WISCONSIN (JEFFERSON COUNTY)

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The Common Council of the City of Whitewater, Wisconsin, do ordain as follows:

SECTION 1. Territory Annexed. In accordance with sec. 66.0217 of the Wisconsin Statutes and the petition for direct annexation filed with the City Clerk on the 4<sup>th</sup> day of April, 2017, signed by the owners of the land in area in the territory (there are no electors in the territory), the following described territory in the Town of Cold Spring, Jefferson County, Wisconsin, is annexed to the City of Whitewater, Wisconsin:

See attached Exhibit A which is incorporated herein.

SECTION 2. Effect of Annexation. From and after the date of this ordinance the territory described in Section 1 shall be a part of the City of Whitewater for any and all purposes provided by law and all persons coming or residing within such territory shall be subject to all ordinances, rules and regulations governing the City of Whitewater.

SECTION 3. The territory annexed to the City of Whitewater by this ordinance is temporarily zoned as follows, pursuant to sec. 66.0217(8)(a) of the Wisconsin Statutes:

#### R-3 Multi-Family Residence District

The Plan Commission is directed to prepare an amendment to the zoning ordinance setting forth permanent classifications and regulations for the zoning of the annexed area and to submit its recommendations to the Council not later than May 15, 2018.

SECTION 4. Ward Designation. The territory described in Section 1 of this ordinance is hereby made a part of Ward (to be determined) of the City of Whitewater, subject to the ordinances, rules and regulations of the City of Whitewater governing wards.

SECTION 5. Severability. If any provision of this ordinance is invalid or unconstitutional, or if the application of this ordinance to any person or circumstances is invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the other provisions or applications of this ordinance which can be given effect without the invalid or unconstitutional provision or application.

SECTION 6. Payment to Town. Pursuant to Wis. Stat. sec. 66.0217(14), the Common Council agrees to pay annually to the Town of Cold Spring, for 5 years, an amount equal to the amount of property taxes that the town levied on the annexed territory, as shown by the tax roll under Wis. Stat. sec. 70.65 in 2016.

SECTION 7. Effective Date. This ordinance shall take effect upon passage and publication as provided by law.

Ordinance introduced by Council Member Binnie, who moved its adoption.

Seconded by Council Member McCormick. AYES: McCormick, Langnes, Binnie, Singer. NOES: Allen. ABSENT: Goettl, Grady. FIRST READING APPROVED: May 16, 2017.

Cameron L. Clapper, City Manager

Michele R. Smith, City Clerk

### AN ORDINANCE ANNEXING TERRITORY TO THE CITY OF WHITEWATER, WISCONSIN (WALWORTH COUNTY)

The Common Council of the City of Whitewater, Wisconsin, do ordain as follows:

SECTION 1. Territory Annexed. In accordance with sec. 66.0217 of the Wisconsin Statutes and the petition for direct annexation filed with the City Clerk on the 4<sup>th</sup> day of April, 2017, signed by the owners of the land in area in the territory (there are no electors in the territory), the

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following described territory in the Town of Whitewater, Walworth County, Wisconsin, is annexed to the City of Whitewater, Wisconsin:

See attached Exhibit A which is incorporated herein.

SECTION 2. Effect of Annexation. From and after the date of this ordinance the territory described in Section 1 shall be a part of the City of Whitewater for any and all purposes provided by law and all persons coming or residing within such territory shall be subject to all ordinances, rules and regulations governing the City of Whitewater.

SECTION 3. The territory annexed to the City of Whitewater by this ordinance is temporarily zoned as follows, pursuant to sec. 66.0217(8)(a) of the Wisconsin Statutes:

#### R-3 Multi-Family Residence District

The Plan Commission is directed to prepare an amendment to the zoning ordinance setting forth permanent classifications and regulations for the zoning of the annexed area and to submit its recommendations to the Council not later than May 15, 2018.

SECTION 4. Ward Designation. The territory described in Section 1 of this ordinance is hereby made a part of Ward [to be determined] of the City of Whitewater, subject to the ordinances, rules and regulations of the City of Whitewater governing wards.

SECTION 5. Severability. If any provision of this ordinance is invalid or unconstitutional, or if the application of this ordinance to any person or circumstances is invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the other provisions or applications of this ordinance which can be given effect without the invalid or unconstitutional provision or application.

SECTION 6. Payment to Town. Pursuant to Wis. Stat. sec. 66.0217(14), the Common Council agrees to pay annually to the Town of Whitewater, for 5 years, an amount equal to the amount of property taxes that the town levied on the annexed territory, as shown by the tax roll under Wis. Stat. sec. 70.65 in 2016.

SECTION 7. Effective Date. This ordinance shall take effect upon passage and publication as provided by law.

Ordinance introduced by Council Member Binnie, who moved its adoption.

Seconded by Council Member McCormick. AYES: McCormick, Langnes, Binnie, Singer. NOES: Allen. ABSENT: Goettl, Grady. FIRST READING APPROVED: May 16, 2017.

Cameron L. Clapper, City Manager

Michele R. Smith, City Clerk

## **SECOND READING OF CHAPTER 11.16.150, STREET INDEX OF PARKING RESTRICTIONS**. It was noted that if parking locations shift and negatively affect the neighborhood, Council will revisit the ordinance.

## ORDINANCE NO. 1937A SECOND READING OF AN ORDINANCE AMENDING CHAPTER 11.16 PARKING LIMITATIONS

The Common Council of the City of Whitewater, Walworth and Jefferson Counties, Wisconsin, do ordain as follows:

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SECTION 1. Whitewater Municipal Code Chapter 11.16 is amended by <u>deleting</u> from Section 11.16.150 the parking restrictions set forth below:

S	Prince St.	East side; from the north curbline of W. Peck, north to a point 250 feet north	11.22.015	No stopping, standing or parking from 7:30 am to 4:30 pm except Saturday, Sunday and holidays
S	Prince St.	West side; from S curbline of Highland Street thence south 285 feet	11.16.031	Fifteen minute parking
S	Prince St.	West side; from the north curbline of W. Peck extended, north to a point 70 feet north	11.16.080	No parking

SECTION 2. Whitewater Municipal Code Chapter 11.16 is hereby amended by <u>adding</u> to Section 11.16.150, the No Stopping, Standing or Parking areas set forth below:

S	Prince St.	Both sides; from W. Highland	11.22.010	No stopping, standing or
		Street, thence south to the south		parking 7:00 a.m. to 4:30 p.m.
		curb line of W. Peck Street		during scheduled school days
S	Prince St.	Both sides; from the south curb	11.22.010	No stopping, standing or
		line of W. Peck Street thence		parking 7:00 a.m. to 4:30 p.m.
		south 300 feet		during scheduled school days
W	Peck St.	Both sides; from S. Prince	11.22.010	No stopping, standing or
		Street, to the east curb line of		parking 7:00 a.m. to 4:30 p.m.
		Greenhouse Lane		during scheduled school days

Ordinance introduced by Councilmember Allen. Seconded by Binnie.. AYES: McCormick, Binnie, Singer, Allen. NOES: Langnes. ABSENT: Grady, Goettl. ADOPTED: May 16, 2017.

Cameron L. Clapper, City Manager

Michele R. Smith, City Clerk

PRINCE STREET DRIVEWAY OPENING CURB CUT REQUIREMENT AMENDMENT FOR WHITEWATER UNIFIED SCHOOL DISTRICT. The School District has asked for permission to construct a 36' driveway at their Lincoln School site on Prince Street. (The code currently limits the opening width to 35'). It was moved by Binnie and seconded by Langnes to approve the School District's request to increase the driveway opening by one foot more than Section 12.16.030 of the municipal code allows. AYES: McCormick, Langnes, Binnie, Singer, Allen. NOES: None. ABSENT: Goettl, Grady.

APPOINTMENT OF CITIZEN MEMBERS TO BOARDS AND COMMISSIONS. It was moved by Allen and seconded by Binnie to appoint the following citizens to the Boards and Commissions noted below: BIRGE FOUNTAIN – Jay Craggs; BOARD OF ZONING APPEALS – Bonnie Miller, reappoint Koller Stettler; COMMUNITY DEVELOPMENT AUTHORITY – Albert Stanek; COMMUNITY INVOLVEMENT COMMISSION – Lisa Dawsey Smith, James Stewart; LANDMARKS COMMISSION – Reappoint Pat Blackmer; LIBRARY BOARD – Reappoint Julie Caldwell and reappoint Richard Helmick; PARKS AND RECREATION BOARD – Appoint Ken Kidd to regular position, appoint Jaime Weigel to alternate position; PLAN COMMISSION reappoint Kristine Zaballos; POLICE AND FIRE COMMISSION – Beverly Stone; URBAN FORESTRY COMMISSION – Reappoint Anne Zarinnia. AYES: McCormick, Langnes, Binnie, Singer, Allen. NOES: None. ABSENT: Goettl, Grady.

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**POLCO CIVIC ENGAGEMENT PLATFORM POLICY**. The Council President and city staff have been working closely to develop guidelines for the use of POLCO's civic engagement platform. The City entered into an agreement with POLCO for use of their online platform in 2016. In addition, no official rollout of POLCO's system has been completed, and staff would like to finalize plans and execute the rollout as soon as possible. It was moved by Langnes and seconded by Singer to approve the City of Whitewater POLCO usage policy as presented. AYES: McCormick, Langnes, Binnie, Singer, Allen. NOES: None. ABSENT: Goettl, Grady.

**REQUEST FOR FUTURE AGENDA ITEMS**. Councilmember Allen noted that the Plan Commission had requested a joint meeting between the City, Plan Commission, and CDA, and they had indicated they were hoping to hold this meeting at the same time as the joint meeting being planned to allow local business owners to speak before the Council/Committees. Allen prefers that these be separate meetings, and the possibility of TIF funding be discussed. Councilmember Langnes announced that he will be resigning from Council effective May 23. He is graduating from UWW and will be leaving the City.

**EXECUTIVE SESSION**. City Manager Clapper informed the Council that he did not have any new information to relay regarding the proposed closed session discussion (potential lawsuit regarding 2016 parking lot resurfacing) and the subsequent reconvene into open session. It was agreed that the Council would not enter into closed session.

<u>ADJOURNMENT</u>. It was moved by Binnie and seconded by Allen to adjourn the meeting. Motion carried by unanimous voice vote. The meeting adjourned at 7:40 p.m.

Respectfully submitted,

Michele R. Smith, Clerk

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## ABSTRACT/SYNOPSIS OF THE ESSENTIAL ELEMENTS OF THE OFFICIAL ACTIONS OF THE COMMON COUNCIL OF THE CITY OF WHITEWATER, WALWORTH AND JEFFERSON COUNTIES, WISCONSIN.

May 23, 2017

The special meeting of the Common Council was called to order at 6:30 p.m. by Council President Singer. MEMBERS PRESENT: McCormick, Grady, Binnie, Singer. MEMBERS ABSENT: Langnes, Allen, Goettl.

It was moved by Binnie and seconded by Grady to waive the requirement to provide a 72-hour notice prior to a Common Council meeting, as required by Whitewater's transparency ordinance. AYES: McCormick, Grady, Binnie, Singer. NOES: None. ABSENT: Langnes, Allen, Goettl.

**RESOLUTION AUTHORIZING RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN**. (Wisconsin Residential Anti-Displacement and Relocation Assistance Plan for CDBG Programs). During Strand's preparation of the Franklin / Ann Street reconstruction project grant application, they noted that one additional Resolution was necessary.

Residential Anti-Displacement and Relocation Assistance Plan

## WISCONSIN RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION ASSISTANCE PLAN FOR CDBG PROGRAMS

Ims K	esidential Anti-Displacement and Relocation Assistance Plan (RARAP) is prepared by the
_City_	of <u>Whitewater</u> in accordance with the Housing and
Comm	nunity Development Act of 1974, as amended; and HUD regulations at 24 CFR 42.325 and is able to our CDBG <sup>1</sup> projects.
Minin	nize Displacement
	tent with the goals and objectives of activities assisted under the Act, the <u>City</u> of will take the following steps to minimize the direct and indirect
displac	eement of persons from their homes:
	Where feasible, give priority to rehabilitation of housing, as opposed to demolition, to avoid displacement.
	If feasible, demolish or convert only dwelling units that are <u>not</u> occupied or vacant occupiable dwelling units (especially those units which are "lower-income dwelling units" as defined in 24 CFR 42.305).
$\boxtimes$	Target only those properties deemed essential to the need or success of the project.
	Additional action that will be taken to address local needs & priorities, as determined

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Reloca	tion Assistance to Displaced Persons
lower-in perman dwellin of 24 C assistan	City of Whitewater will provide relocation assistance for norm tenants who, in connection with an activity assisted under the CDBG Program, move ently or move personal property from real property as a direct result of the demolition of any g unit or the conversion of a lower-income dwelling unit in accordance with the requirements FR 42.350. A displaced person who is not a lower-income tenant, will be provided relocation ace in accordance with the Uniform Relocation Assistance and Real Property Acquisition and Act of 1970, as amended, and implementing regulations at 49 CFR Part 24.
One-fo	r-One Replacement of Lower-Income Dwelling Units
occupia housing	City of Whitewater will replace all occupied and vacant able lower-income dwelling units demolished or converted to a use other than lower-income in connection with a project assisted with funds provided under the CDBG Program in the converted to a use other than lower-income in the connection with a project assisted with funds provided under the CDBG Program in the converted to a use other than lower-income in the connection with a project assisted with funds provided under the CDBG Program in the connection with 24 CFR 42.375.
provide dwellin public b	entering into a contract committing the <u>City</u> of <u>Whitewater</u> to funds for a project that will directly result in demolition or conversion of lower-income g units, the <u>City</u> of <u>Whitewater</u> will make by and submit to HUD the State of Wisconsin, under the State CDBG Program the following attion in writing:
1.	A description of the proposed assisted project;
	The address, number of bedrooms, and location on a map of lower-income dwelling units that will be demolished or converted to a use other than as lower-income dwelling units as a result of an assisted project;
3.	A time schedule for the commencement and completion of the demolition or conversion;
	To the extent known, the address, number of lower-income dwelling units by size (number of bedrooms) and location on a map of the replacement lower-income housing that has been or will be provided. <i>NOTE: See also 24 CFR 42.375(d)</i> .
	The source of funding and a time schedule for the provision of the replacement dwelling units;
	The basis for concluding that each replacement dwelling unit will remain a lower-income dwelling unit for at least 10 years from the date of initial occupancy; and
	Information demonstrating that any proposed replacement of lower-income dwelling units with smaller dwelling units (e.g., a 2-bedroom unit with two 1-bedroom unit), or any proposed replacement of efficiency or single-room occupancy (SRO) units with units of a different size, is appropriate and consistent with the housing needs and priorities identified in the HUD-approved Consolidated Plan and 24 CFR 42.375(b).
4 through	extent that the specific location of the replacement dwelling units and other data in items gh 7 are not available at the time of the general submission, the <u>City</u> Whitewater will identify the general location of such dwelling units

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on a map and complete the disclosure and submission requirements as soon as the specific data is available.

Replacement not Required Based on Unit A	<u>vailability</u>
HUD (or to the State of Wisconsin, if funded I the one-for-one replacement requirement does	of Whitewater may submit a request to by the State of Wisconsin) for a determination that s not apply based on objective data that there is an ing units in standard condition available on a non-
Contacts	
The City Manager Office (262) 473-7900 is reincome dwelling units and ensuring that they a	esponsible for tracking the replacement of lower- are provided within the required period.
The City Manager Office (262) 473-7900 is reother relocation assistance to any lower-incompletely unit or the conversion of lower-incompletely unit or the c	1 1
Resolution introduced by Councilmember Bing Councilmember Grady. AYES: McCormick Langnes, Goettl.	nie, who moved its adoption. Seconded by Grady, Binnie, Singer. NOES: None. ABSENT:
Adopted by the <u>City</u> of <u>Whitewater Co</u>	on: May 23, 2017
(date adopted).	
Cameron Clapper	City Manager of the City of Whitewater
Signature of Authorized Official	Title of Authorized Official
Cameron Clapper	_
PRINTED NAME of Authorized Official	
ADJOURNMENT. It was moved by McCornmeeting. AYES: McCormick, Grady, Binnie, Langnes, Allen. The meeting adjourned at 6:3 Respectfully submitted,	, Singer. NOES: None. ABSENT: Goettl,
Michele R. Smith, Clerk	

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Payment Approval Report - Council Report dates: 06/06/2017-06/06/2017

Page: 1 Jun 01, 2017 08:07AM

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

Vendor	Vendor Name	Description	Invoice Date	Net Invoice Amount	GL Account Number
ANICH	LUMBER & HARDWAR CO, AJ				
1601	ANICH LUMBER & HARDWAR C	PARKS/REBAR	06/06/2017	27.80	100-53270-340
1601	ANICH LUMBER & HARDWAR C	PARKS/LUMBER	06/06/2017	81.20	100-53270-340
1601	ANICH LUMBER & HARDWAR C	PARKS/LUMBER	06/06/2017	119.33	100-53270-340
1601	ANICH LUMBER & HARDWAR C	PARKS/LUMBER	06/06/2017	52.60	100-53270-340
To	otal ANICH LUMBER & HARDWAR C	CO, AJ:		280.93	
BADGE	R POPCORN & CONCESSION SUP	PLY			
3180	BADGER POPCORN & CONCES	AQUATIC CTR/CONCESSIONS	06/06/2017	173.00	247-55800-342
To	otal BADGER POPCORN & CONCES	SSION SUPPLY:		173.00	
BANDT	COMMUNICATIONS INC				
858	BANDT COMMUNICATIONS INC	STREET/#26 SWITCH IGNITION REPAIR	06/06/2017	493.33	100-53230-354
858	BANDT COMMUNICATIONS INC	STREET/#29 REAR DOOR SWITCH REPAIR	06/06/2017	212.23	100-53230-354
To	otal BANDT COMMUNICATIONS INC			705.56	
DDOWA	N CAB SERVICE INC				
		CAR CVC/ARRIL 2047	00/00/0047	0.074.00	225 54250 205
47	BROWN CAB SERVICE INC	CAB SVC/APRIL 2017	06/06/2017	9,674.29	235-51350-295
To	otal BROWN CAB SERVICE INC:			9,674.29	
CAPPIC	CO AQUATIC RESOURCES INC				
	CARRICO AQUATIC RESOURC	AQUATIC CTR/JUNE 2017 MGMT AGREEMENT	06/06/2017	1 500 00	247 55600 250
			06/06/2017		247-55600-350
7972	CARRICO AQUATIC RESOURC	AQUATIC CTR/MAY 2017 CONSULTATION	06/06/2017	1,540.00	247-55600-346
To	otal CARRICO AQUATIC RESOURCI	ES INC:		3,040.00	
CEDAR	CREST ICE CREAM				
7975	CEDAR CREST ICE CREAM	AQAUATIC CTR/CONCESSIONS	06/06/2017	352.24	247-55800-342
To	otal CEDAR CREST ICE CREAM:			352.24	
CHENO	SA SYSTEMS CORP				
	CHENOSA SYSTEMS CORP	IT/PHOENIX ANNUAL MAINTENANCE & GOOGLE MAP	06/06/2017	11.016.94	100-51450-245
7000	CHEMOON OF CHEMO CON	THE FIGURE WAS A STATE OF THE S	00/00/2017		100 01 100 2 10
To	otal CHENOSA SYSTEMS CORP:			11,016.94	
	FJANESVILLE				
5617	CITY OF JANESVILLE	POLICE PATROL/PRAIRIE PARK RANGE RENTAL	06/06/2017	300.00	100-52110-360
To	otal CITY OF JANESVILLE:			300.00	
DIVERS	SIFIED BENEFIT SVC INC				
	DIVERSIFIED BENEFIT SVC INC	FINANCE/FLEX PLAN MAY 2017	06/06/2017	277.96	100-51500-217
			23.00,2017		
To	otal DIVERSIFIED BENEFIT SVC INC	<b>:</b>		277.96	
DUNSM	IOOR DOORS INC				
74	DUNSMOOR DOORS INC	GEN BLDG/POLICE DEPT DOOR SPRINGS	06/06/2017	599.95	100-51600-355

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		Report dates: 06/06/2017-06/06/2017			Jun 01, 2017 08:07AM
Vendor	Vendor Name	Description	Invoice Date	Net Invoice Amount	GL Account Number
To	otal DUNSMOOR DOORS INC:			599.95	
EACTE	NAL COMPANY			-	
	FASTENAL COMPANY	STREET/REPAIR PARTS	06/06/2017	14 52	100-53230-340
	FASTENAL COMPANY	STREET/REPAIR PARTS	06/06/2017		100-53230-340
	FASTENAL COMPANY	STREET/REPAIR PARTS	06/06/2017		100-53230-340
To	otal FASTENAL COMPANY:			55.11	
GREAT	AMERICA FINANCIAL SERVICE				
	GREAT AMERICA FINANCIAL S	WASTEWATER/COPIER	06/06/2017	119.25	620-62820-310
To	otal GREAT AMERICA FINANCIAL S	ERVICE:		119.25	
JAECKI	EL BROS INC				
493	JAECKEL BROS INC	WATER/ANN FRANKLIN & FREMONT WATERMAIN BREAK	06/06/2017	1,384.13	610-61651-350
493	JAECKEL BROS INC	WATER/WILDWOOD & PINE WATERMAIN BREAK	06/06/2017	671.99	610-61651-350
To	otal JAECKEL BROS INC:			2,056.12	
JOHN D	DEERE FINANCIAL				
6276	JOHN DEERE FINANCIAL	PARKS/CABLE & FILTER	06/06/2017	25.16	100-53270-242
6276	JOHN DEERE FINANCIAL	PARKS/REPAIR PARTS	06/06/2017	169.95	100-53270-242
To	otal JOHN DEERE FINANCIAL:			195.11	
JOHNS	ON BLOCK & CO INC				
4258	JOHNSON BLOCK & CO INC	FINANCE/FORM C SET UP	06/06/2017	1,800.00	100-51500-214
4258	JOHNSON BLOCK & CO INC	FINANCE/AUDIT PROCESS	06/06/2017	1,770.00	100-51500-214
4258	JOHNSON BLOCK & CO INC	WATER/AUDIT PROGRESS BILL	06/06/2017	510.00	610-61923-210
4258		WASTEAWATER/AUDIT PROGRESS BILL	06/06/2017		620-62810-219
4258	JOHNSON BLOCK & CO INC	STORMWATER/AUDIT PROGRESS BILL	06/06/2017	180.00	630-63300-214
To	otal JOHNSON BLOCK & CO INC:			4,800.00	
KB SHA	ARPENING SERVICES INC				
110	KB SHARPENING SERVICES IN	STORMWATER/BLADES	06/06/2017	39.00	630-63600-352
To	otal KB SHARPENING SERVICES IN	IC:		39.00	
	ARK SERVICES COOPERATIVE				
6570	LANDMARK SERVICES COOPE	PARKS/LAWN MAINTENANCE	06/06/2017	1,230.00	100-53270-213
To	otal LANDMARK SERVICES COOPE	RATIVE:		1,230.00	
	ENTERPRISES INC				
157	LANGE ENTERPRISES INC	NEIGHBORHOOD SVC/HOUSE TILES # & FRAMES	06/06/2017	165.51	100-52400-340
To	otal LANGE ENTERPRISES INC:			165.51	
	FOODS OPERATING CO LLC				
7910	LIPARI FOODS OPERATING CO	FIELD OF DREAMS/CONCESSIONS	06/06/2017	887.73	246-55110-346
7910	LIPARI FOODS OPERATING CO	AQUATIC CTR/CONCESSIONS	06/06/2017	227.62	247-55800-342
To	otal LIPARI FOODS OPERATING CO	LLC:		1,115.35	

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LITLE LIMESTONE INC  TRESI LITTLE LIMESTONE INC  TOTAL LITTLE LIMESTONE INC  STORE AND	Vendor Name	Description	Invoice Date	Net Invoice Amount	GL Account Number
Total LITTLE LIMESTONE INC:   50 LYCON INC   ST REPAIR REVOLVINGHARPER ST CONCRETE   06062017   508.50   280-57500-8005   505 LYCON INC   WATER/E MILWAUKEE ST   06062017   508.50   280-57500-8005   505 LYCON INC   1,116.50   11.116.					
LYCON INC   STREPAIR REVOLVINGHARPER ST CONCRETE   08092017   080.00   280-97900-800   610-1851-300   650   LYCON INC   WATER'E MILWAUKEE ST   080002017   080.00   610-1851-300   610-1	7885 LITTLE LIMESTONE INC	PARKS/LIMESTONE	06/06/2017	947.25	100-53270-340
1	Total LITTLE LIMESTONE IN	C:		947.25	
Total LYCON INC:					
MENARD INC					
MILORAT DINC   PARKSCREDIT   G6062017   669.62   10.053270-245   689.62   10.053270-245   10.053270-245   689.62   10.053270-245   689.62   10.053270-245   10.053270-245   10.053270-245   10.053270-245   10.053270-245				1,110.50	
MILPORT ENTERPRISES INC		PARKS/CREDIT	06/06/2017	441 81-	100-53270-245
MILPORT ENTERPRISES INC					
1408         MILPORT ENTERPRISES INC         WATERCHEMICALS         06/06/2017         1,827.50         610-81630-341           1408         MILPORT ENTERPRISES INC         2,567.00         2,567.00           MULCAHY SHAW WATER INC         2,567.00         205.24         620-62850-357           Total MULCAHY SHAW WATER INC         WASTEWATERULY SYSTEM CLEANER         06/06/2017         205.24         620-62850-357           PEPSI-COLA         AQUATIC CTRICONCESSIONS         06/06/2017         187.08         247-55800-342           7941         PEPSI-COLA         AQUATIC CTRICONCESSIONS         06/06/2017         229.11         247-55800-342           7941         PEPSI-COLA         AQUATIC CTRICONCESSIONS         06/06/2017         229.11         247-55800-342           7941         PEPSI-COLA         AQUATIC CTRICONCESSIONS         06/06/2017         229.11         247-55800-342           7941         PEPSI-COLA         FIELD OF DREAMS/CONCESSIONS         06/06/2017         225.15         605.40           REVAIL PROSPAM MANUFACTURING CO INC         WATERITERENCH BOX SYSTEM         06/06/2017         2.25.15         60-21108           REVAIL FINANCE CREDIT SVC LLC         POLICE ADMIN'OPERATING SUPPLIES         06/06/2017         47.85         100-53100-340 </td <td>Total MENARD INC:</td> <td></td> <td></td> <td>227.81</td> <td></td>	Total MENARD INC:			227.81	
1408         MILPORT ENTERPRISES INC.         WATER/CHEMICALS         08/08/2017         393.50         610-81830-341           MULCAHY SHAW WATER INC         WASTEWATER/UV SYSTEM CLEANER         06/06/2017         205.24         620-82850-357           TOTAL MULCAHY SHAW WATER INC         WASTEWATER/UV SYSTEM CLEANER         06/06/2017         205.24         620-82850-357           PEPSI-COLA         AQUATIC CTR/CONCESSIONS         08/08/2017         187.08         247-55800-342           7941 PEPSI-COLA         AQUATIC CTR/CONCESSIONS         06/06/2017         22.91.1         247-55800-342           7941 PEPSI-COLA         FIELD OF DREAMS/CONCESSIONS         06/06/2017         22.91.0         248-56110-346           PROSPAN MANUFACTURING CO INC         WASTEWATER/TERNCH BOX SYSTEM         06/06/2017         2,251.50         60-20-21108           8247 PROSPAN MANUFACTURING CO INC:         *** CTREATILE PROSPAN MANUFACTURING CO INC:         *** CTREATI	MILPORT ENTERPRISES INC				
Total MILPORT ENTERPRISES INC:         2,567.00           MULCAHY SHAW WATER INC         WASTEWATER/UV SYSTEM CLEANER         06/06/2017         205.24         620-62850-357           TOTAL MULCAHY SHAW WATER INC:         205.24         620-62850-357           TOTAL MULCAHY SHAW WATER INC:         205.24         205.24         620-62850-357           PEPSI-COLA         AQUATIC CTRICONCESSIONS         06/06/2017         187.08         247-55800-342         299.11         247-55800-342         299.11         248-5510-346         299.12         247-55800-342         299.12         247-55800-342         299.12         247-55800-342         299.12         247-55800-342         299.12         248-5510-346         299.25         248-5510-346         299.25         249-55800-342         299.25         249-55800-342         299.10         299.10         299.25         299.25         299.25         299.25         299.25         299.25         299.25				,	
MULCAHY SHAW WATER INC   WASTEWATER/UV SYSTEM CLEANER   06/06/2017   205.24   620-62850-357   205.24   205.25	1408 MILPORT ENTERPRISES	INC WATER/CHEMICALS	06/06/2017	939.50	610-61630-341
FOR PROSPAN MANUFACTURING CO INC:   100-53100-345   100-52100-346   100-521	Total MILPORT ENTERPRISI	ES INC:		2,567.00	
PEPSI-COLA   PEPSI-COLA   AQUATIC CTRICONCESSIONS   06/06/2017   187.08   247-55800-342   7941   PEPSI-COLA   AQUATIC CTRICONCESSIONS   06/06/2017   229.11   247-55800-342   7941   PEPSI-COLA   AQUATIC CTRICONCESSIONS   06/06/2017   229.11   247-55800-342   7941   PEPSI-COLA   FIELD OF DREAMS/CONCESSIONS   06/06/2017   605.40   246-55110-346   246-55110-346   247-575900-342   247-575900-342   247-575900-342   247-575900-342   247-575900-342   247-575900-342   247-575900-342   247-575900-342   247-575900-342   247-575900-342   247-575900-342   247-575900-342   247-575900-342   248-55110-346   248-55110-340   248-	MULCAHY SHAW WATER INC				
PEPSI-COLA   7941   PEPSI-COLA   AQUATIC CTR/CONCESSIONS   06/06/2017   187.08   247-55800-342   7941   PEPSI-COLA   AQUATIC CTR/CONCESSIONS   06/06/2017   229.11   247-55800-342   7941   PEPSI-COLA   AQUATIC CTR/CONCESSIONS   06/06/2017   605.40   246-56110-346   7941   PEPSI-COLA   FIELD OF DREAMS/CONCESSIONS   06/06/2017   605.40   246-56110-346   7941   PEPSI-COLA   FIELD OF DREAMS/CONCESSIONS   06/06/2017   605.40   246-56110-346   7941   PEPSI-COLA   FIELD OF DREAMS/CONCESSIONS   06/06/2017   229.15   247-55800-342   246-56110-346   7941   PEPSI-COLA:   1,021.59   7941   PEPSI-COLA:   1,021	6227 MULCAHY SHAW WATER	R INC WASTEWATER/UV SYSTEM CLEANER	06/06/2017	205.24	620-62850-357
Pepsi-Cola	Total MULCAHY SHAW WAT	TER INC:		205.24	
PEPSI-COLA   PEDSI-COLA   PEDSI-COLA   PEDSI-COLA   PEDSI-COLA   PEDSI-COLA   PEDSI-COLA   PEDSI-COLA   PEPSI-COLA   PEDSI-COLA   PED					
Total   PEPSI-COLA   FIELD OF DREAMS/CONCESSIONS   06/06/2017   605.40   246-55110-346   1,021.59   1,021.50   1,021.59   1,021.5					
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R247   PROSPAN MANUFACTURING C   WASTEWATER/TRENCH BOX SYSTEM   06/06/2017   2,251.50   620-21108     8247   PROSPAN MANUFACTURING C   WATER/TRENCH BOX SYSTEM   06/06/2017   2,251.50   610-61652-350     8247   PROSPAN MANUFACTURING C   STREET/TRENCH BOX SYSTEM   06/06/2017   2,251.50   100-53100-345     Total PROSPAN MANUFACTURING C   INC:   6,754.50     RETAIL FINANCE CREDIT SVC LLC     1507   RETAIL FINANCE CREDIT SVC   POLICE ADMN/ OPERATING SUPPLIES   06/06/2017   47.85   100-52100-340     1507   RETAIL FINANCE CREDIT SVC   POLICE PATROL/OPERATING SUPPLIES   06/06/2017   98.65   100-52110-340     Total RETAIL FINANCE CREDIT SVC LLC:   146.50     SCHAEFFER MFG CO     1063   SCHAEFFER MFG CO   WASTEWATER/UV SYSTEM HYDRAULIC   06/06/2017   127.88   620-62850-342     Total SCHAEFFER MFG CO:   127.88     STRAND ASSOCIATES INC   STERLY & CLAY ST/UTILITIES   06/06/2017   786.28   450-57500-879     358   STRAND ASSOCIATES INC   WASTEWATER/EXSTERLY & CLAY ST   06/06/2017   786.28   620-62810-820     358   STRAND ASSOCIATES INC   WASTEWATER/EXSTERLY & CLAY ST   06/06/2017   786.28   620-62810-820     358   STRAND ASSOCIATES INC   WASTEWATER/ESTERLY & CLAY ST   06/06/2017   786.28   620-62810-820     358   STRAND ASSOCIATES INC   WASTEWATER/ESTERLY & CLAY ST   06/06/2017   786.28   620-62810-820     358   STRAND ASSOCIATES INC   WASTEWATER/ESTERLY & CLAY ST   06/06/2017   786.28   620-62810-820     358   STRAND ASSOCIATES INC   WASTEWATER/ESTERLY & CLAY ST   06/06/2017   786.28   620-62810-820     358   STRAND ASSOCIATES INC   WASTEWATER/ESTERLY & CLAY ST   06/06/2017   786.28   620-62810-820     358   STRAND ASSOCIATES INC   WASTEWATER/ESTERLY & CLAY ST   06/06/2017   786.28   620-62810-820     358   STRAND ASSOCIATES INC   WASTEWATER/ESTERLY & CLAY ST   06/06/2017   786.28   620-62810-820     358   STRAND ASSOCIATES INC   WASTEWATER/ESTERLY & CLAY ST   06/06/2017   786.28   620-62810-820     358   STRAND ASSOCIATES INC   WASTEWATER/ESTERLY & CLAY ST   06/06/2017   786.28   620-62810-820     358   STRAND ASSOCIATES	Total PEPSI-COLA:			1,021.59	
R247   PROSPAN MANUFACTURING C   WASTEWATER/TRENCH BOX SYSTEM   06/06/2017   2,251.50   620-21108     8247   PROSPAN MANUFACTURING C   WATER/TRENCH BOX SYSTEM   06/06/2017   2,251.50   610-61652-350     8247   PROSPAN MANUFACTURING C   STREET/TRENCH BOX SYSTEM   06/06/2017   2,251.50   100-53100-345     Total PROSPAN MANUFACTURING C   INC:	DDOSDAN MANUEACTURING CO	LINC			
8247   PROSPAN MANUFACTURING C   STREET/TRENCH BOX SYSTEM   06/06/2017   2,251.50   100-53100-345			06/06/2017	2,251.50	620-21108
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1507   RETAIL FINANCE CREDIT SVC   POLICE ADMN/ OPERATING SUPPLIES   06/06/2017   47.85   100-52100-340   1507   RETAIL FINANCE CREDIT SVC   POLICE PATROL/OPERATING SUPPLIES   06/06/2017   98.65   100-52110-340   100-521	Total PROSPAN MANUFACT	URING CO INC:		6,754.50	
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1063       SCHAEFFER MFG CO       WASTEWATER/UV SYSTEM HYDRAULIC       06/06/2017       127.88       620-62850-342         Total SCHAEFFER MFG CO:       127.88         STRAND ASSOCIATES INC         358       STRAND ASSOCIATES INC       ESTERLY & CLAY ST/UTILITIES       06/06/2017       786.28       450-57500-879         358       STRAND ASSOCIATES INC       WATER/ESTERLY & CLAY ST       06/06/2017       786.28       610-61936-820         358       STRAND ASSOCIATES INC       WASTEWATER/ESTERLY & CLAY ST       06/06/2017       786.28       620-62810-820	Total RETAIL FINANCE CRE	DIT SVC LLC:		146.50	
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358 STRAND ASSOCIATES INC WASTEWATER/ESTERLY & CLAY ST 06/06/2017 786.28 620-62810-820					
	358 STRAND ASSOCIATES IN	NC NEIGHBORHOOD SVC/PRAIRIE VILLAGE PHASE 3	06/06/2017	153.56	100-52400-219

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		Report dates. 00/00/2017-00/00/2017			Juli 01, 2017 08.07AW
Vendor	Vendor Name	Description	Invoice Date	Net Invoice Amount	GL Account Number
358	STRAND ASSOCIATES INC	NEIGHBORHOOD SVC/PRAIRIE VILLAGE COMM CTR RE	06/06/2017	101.81	100-52400-219
358	STRAND ASSOCIATES INC	NEIGHBORHOOD SVC/PMT MTG	06/06/2017	195.00	100-52400-219
	STRAND ASSOCIATES INC	NEIGHBORHOOD SVC/PMT MTG	06/06/2017		100-52400-219
	STRAND ASSOCIATES INC	WATER/HWY 59 UTILITY DESIGN	06/06/2017		610-61936-810
358	STRAND ASSOCIATES INC	NEIGHBORHOOD SVC/DLK 1037 SUITES	06/06/2017	204.27	100-52400-219
	STRAND ASSOCIATES INC	NEIGHBORHOOD SVC/FREMONT ST DRAINAGE	06/06/2017		100-52400-219
	STRAND ASSOCIATES INC	NEIGHBORHOOD SVC/SCHOOL DIST PROJECT REVIEW	06/06/2017		100-52400-219
358	STRAND ASSOCIATES INC	NEIGHBORHOOD SVC/UNIVERSAL BLVD	06/06/2017	337.59	100-52400-219
358	STRAND ASSOCIATES INC	NEIGHBORHOOD SVC/CLAY ST ALLEY	06/06/2017	515.85	100-52400-219
358	STRAND ASSOCIATES INC	WATER/MILWAUKEE ST EVALUATION	06/06/2017	438.05	610-61923-210
358	STRAND ASSOCIATES INC	WASTEWATER/MILWAUKEE ST EVALUATION	06/06/2017	438.06	620-62820-219
358	STRAND ASSOCIATES INC	NEIGHBORHOOD SVC/CIP UPDATES	06/06/2017	921.38	100-52400-219
358	STRAND ASSOCIATES INC	NEIGHBORHOOD SVC/PRAIRIE VILLAGE PHASE 3	06/06/2017	307.12	100-52400-219
358	STRAND ASSOCIATES INC	NEIGHBORHOOD SVC/UNIVERSITY GARDEN APT REVIE	06/06/2017	155.56	100-52400-219
358	STRAND ASSOCIATES INC	NEIGHBORHOOD SVC/ANN & FRANKLIN CDBG APP	06/06/2017	2,238.73	100-52400-219
358	STRAND ASSOCIATES INC	GEORGE ST/RECONSTRUCTION	06/06/2017	249.46	450-57500-898
358	STRAND ASSOCIATES INC	STORMWATER/FRANKLIN & ANN ST	06/06/2017	388.53	630-63440-845
358	STRAND ASSOCIATES INC	CENTER ST/APRIL 2017 SVC	06/06/2017	199.37	450-57500-802
358	STRAND ASSOCIATES INC	STORMWATER/STORMWATER PLAN	06/06/2017	7,042.48	630-63440-820
358	STRAND ASSOCIATES INC	WATER/SYSTEM STUDY	06/06/2017	821.72	610-61936-810
358	STRAND ASSOCIATES INC	CLAY ST/RECONSTRUCTION	06/06/2017	2,915.98	450-57500-836
358	STRAND ASSOCIATES INC	STORMWATER/CLAY ST	06/06/2017	971.99	630-63440-855
To	otal STRAND ASSOCIATES INC:			23,079.43	
UW WH	ITEWATER				
8	UW WHITEWATER	STREET/ELECTRICAL SUPPLIES	06/06/2017	288.07	100-53420-340
8	UW WHITEWATER	LIBRARY BLDG/JANITORIAL SUPPLIES	06/06/2017	67.06	100-55111-355
8	UW WHITEWATER	LIBRARY BLDG/JANITORIAL SUPPLIES	06/06/2017	235.43	100-55111-355
8	UW WHITEWATER	AQUATIC CTR/JANITORIAL SUPPLIES	06/06/2017	79.30	247-55700-355
8	UW WHITEWATER	GEN BLDG/JANITORIAL SUPPLIES	06/06/2017	261.04	100-51600-340
8	UW WHITEWATER	AQUATIC CTR/JANITORIAL SUPPLIES	06/06/2017	199.33	247-55700-355
8	UW WHITEWATER	GEN BLDG/CONDUIT	06/06/2017	42.14	100-51600-355
8	UW WHITEWATER	STREET/ST LIGHT SUPPLIES	06/06/2017	97.46	100-53420-340
8	UW WHITEWATER	WASTEWATER/PAPER PRODUCTS	06/06/2017	73.99	620-62840-340
To	otal UW WHITEWATER:			1,343.82	
VISU-SE	EWER INC				
1506	VISU-SEWER INC	FRANKLIN & ANN RECONST/JET TRUCK	06/06/2017	2,655.00	450-57500-832
To	otal VISU-SEWER INC:			2,655.00	
	ORTH COUNTY CLERK				
2816	WALWORTH COUNTY CLERK	ELECTIONS/ELECTION SUPPLIES	06/06/2017	599.88	214-51400-340
To	otal WALWORTH COUNTY CLERK:			599.88	
WDATC					
	WDATCP	AQUATIC CTR/CONCESSION LICENSE	06/06/2017		247-55500-654
	WDATCP	AQUATIC CTR/POOL LICENSE	06/06/2017		247-55500-654
	WDATCP	AQUATIC CTR/PLUNGE SLIDE LICENSE	06/06/2017		247-55500-654
5490	WDATCP	AQUATIC CTR/WHIRLPOOL LICENSE	06/06/2017	150.00	247-55500-654
To	otal WDATCP:			655.00	
WHITE	VATER GLASS CO INC				
	WHITEWATER GLASS CO INC	GEN BLDG/WINDOW REPAIR	06/06/2017	319 00	100-51600-355
			22.20.2011	3.0.00	

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CITY OF WHITEWATER	Payment Approval Report - Council	Page: 5	
	Report dates: 06/06/2017-06/06/2017	Jun 01 2017 08:07AM	

Vendor	Vendor Name	Description	Invoice Date	Net Invoice Amount	GL Account Number
Total V	WHITEWATER GLASS CO INC:			319.00	
	TRANSPORTATION				
1156 WI	DEPT OF TRANSPORTATIO	CLAY ST/GRANT PAPERWORK	06/06/2017	2,414.10	450-57500-836
Total V	WI DEPT OF TRANSPORTATIO	N:		2,414.10	
WILLISON, E					
457 WIL	LLISON, DONALD	STREET/#65 STARTER	06/06/2017	125.00	100-53230-352
Total V	WILLISON, DONALD:			125.00	
ZAHN, TRAV	VIS				
6166 ZAF	HN, TRAVIS	WASTEWATER/CDL LICENSE REIMBURSE	06/06/2017	74.00	620-62840-340
Total Z	ZAHN, TRAVIS:			74.00	
Grand	Totals:			80,575.82	
Date	ed:06/01/2017				
Treasurer: _	STEVE HATTON				
Report Criter Detail re					

Paid and unpaid invoices included.

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## City of Whitewater Parks and Recreation Board Draft Minutes

#### Wednesday, April 19, 2017-6:30 pm

Cravath Lakefront Conference Room 2nd Floor, Whitewater Municipal Building 312 W. Whitewater St. Whitewater, WI 53190

#### Call to Order and Roll Call

Bruce Parker, Brandon Knedler, Jen Kaina, Larry Kachel (6:35), and Steve Ryan. Absent: Ken Kidd, Chris Grady, Mike Kilar and Nate Jaeger

Staff: Michelle Dujardin, Deb Weberpal, and Deb Oas.

**Guests: Carol McCormick** 

#### **Consent Agenda:**

CA-A Approval of Parks and Recreation Board minutes of March 15, 2017

No items to be removed from consent agenda. Parker moved to accept the consent agenda. Second by Kaina. Ayes: Bruce Parker, Brandon Knedler, Jen Kaina and Steve Ryan. Noes: None. Abstain: None. Absent: Larry Kachel, Ken Kidd, Chris Grady, Mike Kilar and Nate Jaeger.

#### **Hearing of Citizen Comments:**

No formal action will be taken during this meeting, although issues raised may become part of a future agenda. Participants are allotted a 3 minute speaking period. Specific items listed on the agenda may not be discussed at this time; however, citizens are invited to speak to those issues as designated in the agenda.

No Comments

#### **Staff Reports:**

Recreation & Community Events Programmer – Dujardin shared information on the Director search and schedule for the day of interviews.

(Kachel arrived 6:35)

Changes to the board are resignations from Kori Oberle and Nate Jaeger will be resigning after the June meeting. Carol McCormick is the new City Council Representative.

The Aquatic center brochures arrived and were passed out to members to distribute.

Dujardin is working with the school district and the Police Department to figure out steps for notification of situations for parks and recreation programs in school building when there is a lock down event and what implications are for the Aquatic Center.

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Senior Coordinator – Weberpal shared the goals of the DFC committee and progress to-date. The group is working on Community Awareness, including a grant for brochures and certifying two members as memory screeners. On June 14, a Vietnam photographer will be here to give a presentation and share photos of his time in Vietnam. There will also be a meet and greet Tuesday June 13 form 5:330 - 7:00. Weberpal shared the first quarter report which included: a total attendance of 4133 people, unduplicated participation of 601 people, 76 volunteers donated 626 hours and 439 activities/trips were offered. May is Older Americans month and the theme is "Age Out Loud", emphasizing that older adults are living their lives with boldness, confidence and passion.

#### Considerations:

C-1 Update on Lake Dredging Study

Carol McCormick brought information on Lake Leota in Evansville which was drained and dredged. Dujardin referred to the report in the packet and commented that the Cit Lakes Management group met. Tim Reel is getting information and a contact form the DNR. We need information from the DNR on what can and cannot be done before a consultant is brought in.

C-2 Discussion and possible action related to Aquatic Center Pool Floor Door Repair

Dujardin referred to the packet. Russ Walton suggested getting the door we had looked at previously. The cost is \$1850 + \$140 shipping. The Streets Department would do the installation. We will be working with Carrico to decide when we can shut down the pool for cleaning and do the installation in August.

Kachel moved to approve the purchase of the door as quoted and to have the Streets Department install it. Second by Parker. Ayes: Bruce Parker, Brandon Knedler, Larry Kachel, Jen Kaina and Steve Ryan. Noes: None. Abstain: None. Absent: Ken Kidd, Chris Grady, Mike Kilar and Nate Jaeger.

C-3 Presentation of Aquatic Center Three Month Financials and Capital Improvement Plan

Dujardin handed out a new memo about the fund balance. There was discussion on the balance and the need to decide on what is truly needed as opposed to "wants". There needs to be more investigation on when items were paid for and what budget they came out of.

C-4 Discussion and possible action related to Corporate Membership Packages

Oas referred to the memo. She met with Husco and W3 and discussed worksite wellness. They are forming a committee of local businesses wants and needs or worksite wellness. She asked for board input on Corporate Member Packages. She commented that City and School District employees receive a 30% discount as community partners.

C-5 Request for future agenda items

Little Library installation at the Depot

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#### C-6 Adjourn

Kachel moved to adjourn at 7:45 pm. Second by Kaina. Ayes: Bruce Parker, Brandon Knedler, Larry Kachel, Jen Kaina and Steve Ryan. Noes: None. Abstain: None. Absent: Ken Kidd, Chris Grady, Mike Kilar and Nate Jaeger.

Next scheduled meeting: Wednesday, May 17, 6:30 pm

Respectfully submitted,

Debraklebergen

Debra Weberpal

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# Irvin L. Young Memorial Library 431 W Center St Whitewater WI 53190 Board of Trustees Regular Meeting Community Room Monday, April 17, 2017, 6:30 pm

#### **MINUTES**

1. Call to Order at 6:32pm by President Hartwick

Present: Julie Caldwell, Brienne Diebolt-Brown, Chris Grady, Anne Hartwick,

Richard Helmick, Jim Winship

Absent: Cory Peppler

Staff: Stacey Lunsford, Diane Jaroch, Deana Rolfsmeier

Guests: Teresa Golembiewski, Kori Oberle

#### 2. Consent Agenda

a) Approval of minutes of the March 20, 2017 regular meeting\*

- b) Acknowledgment of receipt of financial reports for March 2017\* short discussion on B, not on consent agenda
- c) Acknowledgment of receipt of financial report of special revenue fund receipts for March 2017\*
- d) Approval of payment of invoices for March 2017\*
- e) Acknowledgment of receipt of statistical reports for March 2017\*
- f) Acknowledgment of receipt of treasurer's reports for March 2017\*

MSC Helmick/Winship to approve the consent agenda without item B MSC Helmick/Grady approve B – (budget question: fines were \$14,000+, gift from family ... one time donation for Akin family for Commercial Bank calendar receipts)

Ayes: Caldwell, Diebolt-Brown, Grady, Hartwick, Helmick, Winship Nays: None

- 3. Hearing of Citizen Comments
  - a) No comments made

#### 4. Old Business

- a) Library Building Expansion Project
  - 1. Planning Community Forum for Monday, May 27, 6 p.m.  $\sim$  Discussion
  - 2. Community Forum: Intro presentation with timeline 5-min (Stacey), 15 minutes on public/private partnership (Anne), slideshow of developments, libraries in the 21<sup>st</sup> century (needs are changing, maybe even mention of population change, board members submit ideas to Winship for how to make the case, reaching out to PTOs and parents), library

Anyone requiring special arrangements is asked to call the office of the Library Director (473-0530) 72 hours prior to the meeting.

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<sup>\*</sup>Items denoted with an asterisk will be approved on the Consent Agenda unless any board member requests that it be removed for individual discussion.



# Irvin L. Young Memorial Library 431 W Center St Whitewater WI 53190 Board of Trustees Regular Meeting Community Room Monday, April 17, 2017, 6:30 pm

board on panel, question and answer period, someone from cable station filming it, notecards provided, a copy of FAQs to be distributed as well

- b) Council and Community Communications ~ Discussion
  - 1. Library expansion is on the agenda for April 18 Common Council meeting, update on Platteville visit on April 6, Stacey will be there in case there are questions about that visit, Platteville library floor plan was made available, met with city planner, manager and library director

#### 5. New Business

- a) Sale of old furniture and fixtures currently stored in 424 Forest Avenue house at the City Auction scheduled for June 2017 ~ Action
  - 1. Items unused

MSC Winship/Caldwell to approve auction of unused furniture Ayes: Caldwell, Diebolt-Brown, Grady, Hartwick, Helmick, Winship Nays: None

- Review and reapproval of Patron Privacy and Confidentiality policy ~
   Action
  - 1. Every library in the BRIDGES system has this policy (if they needed a new policy), nothing has radically changed

MSC Diebolt-Brown/Winship to reapprove the Patron Privacy and Confidentiality policy

Ayes: Caldwell, Diebolt-Brown, Grady, Hartwick, Helmick, Winship Nays: None

- c) Construction of Little Free Pantry in Library lobby ~ Action
  - 1. Put it where the payphone used to be, a library in Australia has done this, pantry would be paid for with private monies, build shelving,

MSC Diebolt-Brown/Caldwell to approve based on the Library Director's discretion

Ayes: Caldwell, Diebolt-Brown, Grady, Hartwick, Helmick, Winship Nays: None

Anyone requiring special arrangements is asked to call the office of the Library Director (473-0530) 72 hours prior to the meeting.

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<sup>\*</sup>Items denoted with an asterisk will be approved on the Consent Agenda unless any board member requests that it be removed for individual discussion.



# Irvin L. Young Memorial Library 431 W Center St Whitewater WI 53190 Board of Trustees Regular Meeting Community Room Monday, April 17, 2017, 6:30 pm

- 6. Staff & Board Reports
  - a) Director's Report
    - 1. See attached
    - 2. P.28, still waiting on the audit
    - 3. New position: programming and maker space librarian
  - b) Adult Services Report
    - 1. See attached
    - 2. 9 at Maker Monday, 3 new people
    - 3. Murder Mystery Tea coming up May 18, author donated 3 of her books for prizes
  - c) Youth Educational Services Report
    - 1. See attached
    - 2. Deana attended UWW Early Childhood Conference (DKG paid for it)
    - 3. Scavenger hunt was very popular
    - 4. Big turnout on literacy night
  - d) Board member reports
    - 1. Grady received an e-mail from Troy Hoekstra with a timeline that would be helpful to him, he will be presenting that to Council tomorrow
    - 2. Winship tomorrow night is the annual meeting for Whitewater Leads, partnering with Dolly Parton's Imagination Libraries
- 7. Board member requests for future agenda items
  - a) More ideas for future items/forums that we need in order to make the case for a new library
- 8. Confirmation of next meeting on May 15, 2017, 6:30 pm
- 9. Meeting adjourned at 7:38

Respectfully submitted, Brienne Diebolt-Brown

Anyone requiring special arrangements is asked to call the office of the Library Director (473-0530) 72 hours prior to the meeting.

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<sup>\*</sup>Items denoted with an asterisk will be approved on the Consent Agenda unless any board member requests that it be removed for individual discussion.

# Whitewater Community Development Authority Meeting Minutes January 26, 2017

#### 1. Call to order and roll call.

The Meeting was called to order by Chair Jeffrey Knight at 5:30 p.m. The meeting was held at the Innovation Center, Room 205, located at 1221 Innovation Drive, Whitewater, WI 53190.

Present: Knight, Allen, Kachel (5:40 pm), Henry, Parker, Singer (5:43 pm), Winship (5:35 pm)

Also: Patrick Cannon (CDA Executive Director)

2. Authorization to waive 72 hour notice requirement for posting of an agenda:

Motion to approve waiving of the Agenda

Henry [1]; Allen [2]

Aye: All via voice vote [4]

Nay: None

- **3. Hearing of Citizen Comments**. No formal CDA Action will be taken during this meeting although issues raised may become a part of a future agenda. Items on the agenda may not be discussed at this time.
  - No one from the public wished to make a comment.

#### 4. Approval of agenda.

Motion to approve agenda as amended.

Allen [1]; Parker [2]

Aye: All via voice vote (4)

Nay: None

#### 5. Approval of minutes.

a. December 21, 2016

Motion to approve the minutes as presented:

Allen [1]; Henry [2]

Aye: All via voice vote [4]

Nay: None

- 6. Acceptance of Financial Statements
  - a. November, 2016
  - b. Fund Balances
  - c. Loan Portfolio
  - P.Cannon to review the procedures for handling delinquency notices to ensure compliance.

Motion to approve the financial statements as presented

Allen [1]; Henry [2]

Aye: All via voice vote[4]

Nay: None

- 7. Consideration and discussion of hiring process and job description for the Executive Director position.
  - J. Winship arrives at 5:35 pm.
  - Knight evaluates how the hiring process with proceed for the Executive Director position. J.
     Atkinson- will reduce the application list down to 8 of the most qualified. Candidates would
     then participate in a SKYPE interview. 2-3 Candidates would then be brought before the board.
     Process would be completed by the middle of April.
  - L. Kachel arrives at 5:40 pm.
  - SKYPE Interview Panel will be scheduled in the afternoon.
  - Winship suggests using Web-X, from the campus, to conduct the interview instead of SKYPE as
    everyone would be able to be at different locations instead of in one meeting room. P.Cannon
    to discuss possibility of using Web-X and making sure necessary posting are completed with J.
    Atkinson.
  - Ad Hoc Interview Committee established:

Jeff Knight

Jim Winship

Larry Kachel

Donna Henry [Alternate]

Bruce Parker [8:30 am -2:00 pm if needed]

- No changes implemented to current job description
- P. Singer arrives 5:43 pm
- 8. Presentation and update from Slipstream (deleted at applicant's request)
- 9. Adjourn to closed session per Wisconsin State Statutes 19.85(1)(e) "Deliberating or negotiating the purchase of public property, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session".

A. Update on negotiations with potential retail, manufacturing and other businesses that are considering locating in the City of Whitewater and are requesting City of Whitewater related financial assistance or concessions.

- B. Consideration of a Line of Credit request from Slipstream (deleted at applicant's request)
- C. Consideration and discussion of a request for a TIF #6 economic development incentive for Michael Sina
- D. Consideration and discussion of issuing NOTICES OF ACCELARATION OF FULL AMOUNT OF LOAN AND DEMAND FOR PAYMENT
  - 1. Thermodata
  - 2. JCIB

Motion was made to move into closed session

Knight [1]; Allen [2]

Aye: All via voice vote [4]

Nay: None

10. Reconvene into open session to take action on closed session items as needed.

Motion was made to return into open session

Winship [1]; Singer [2] Aye: All via voice vote [4]

Nay: None

#### In open session:

A. Motion made to accelerate the loan for Item D2, JCIB with due process

Allen [1]; Winship [2]

Aye: All via voice vote [7]

Nay: None

### 11. Consideration and discussion of a establishing a monthly meeting night and time for future CDA meetings.

A. Motion to move meetings to the 4<sup>th</sup> Thursday of every month at 5:30 pm

Winship [1]; Singer [2]

Aye: All via voice vote [7]

Nay: None

#### 12. CDA/Staff updates on:

- A. Grocery store recruitment
  - Request to contact Milton Piggly Wiggly, P. Cannon to ensure the Feasibility
     Study is provided to the owner.

- P. Cannon to follow up on prior grocery store interest at the Sentry site. John Enslin was unavailable until after the first of the year.
- Letter to be sent to Whitewater Foundation from P. Cannon regarding need for grocery store.

#### B. Housing Study

- P. Cannon to follow up with Russ Kashian on Housing Study which was to be completed and the invoice.
- C. Department of Administration letter regarding CDBG loan program
  - Knight reviews letter from CDBG loan and stresses policy and procedure manual needs to be followed exactly.
  - Auditor will return in March. Currently all tasks have been completed from her prior letter.
  - Cannon discusses Pinpoint Software was correctly labeled as a CDBG loan in the
    Finance Department, but was inadvertently paid from UDAG funds. Item to be
    corrected by K. Dieter per P. Cannon instruction. By the end of February correct
    balances will reflect in CDBG and UDAG accounts. Knight requests a meeting
    with P. Cannon and C. Clapper to discuss issue with the two accounts and
    corrective actions.

#### 13. Future agenda referrals.

No one from board had future agenda items.

#### 14. Adjourn.

Motion was made to adjourn at 7:14 pm

Kachel [1]; Singer [2]

Aye: All via voice vote [7]

Nay: None

The minutes were reviewed and approved by the CDA at its meeting on:

Jeffrey Knight Chairperson Patrick Cannon Recorder

# Whitewater Community Development Authority Meeting Minutes February 23, 2017

#### 1. Call to order and roll call.

The meeting was called to order by Chair Jeffrey Knight at 5:00 p.m. The meeting was held at the Community Room, Whitewater Municipal Building, located at 312 W Whitewater Street, Whitewater, WI 53190.

Present: Knight, Allen, Henry, Kachel, Parker, Singer

Absent: Winship

Also: Patrick Cannon (CDA Executive Director), Cameron Clapper (City Manager)

- **2. Hearing of Citizen Comments.** No formal CDA Action will be taken during this meeting although issues raised may become a part of a future agenda. Items on the agenda may not be discussed at this time.
  - No one from the public wished to make a comment.

#### 3. Approval of agenda.

Motion to approve agenda with amending Item #7 to begin directly after Approval of Agenda Allen (1); Singer (2)

Aye: All via voice vote (6)

Nay: None

- 4. Approval of minutes. (Delayed due to Common Council Meeting at 6:30 pm)
  - a. January 26, 2017

#### 5. Acceptance of Financial Statements

(Delayed due to Common Council Meeting at 6:30 pm)

#### 6. Presentation and update from Slipstream

(Delayed due to Common Council Meeting at 6:30 pm will be asked back at Future Meeting)

7. Adjourn to closed session per Wisconsin State Statutes 19.85(1)(e) "Deliberating or negotiating the purchase of public property, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session"; 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of nay public employee over which the governmental body has jurisdiction or exercises responsibility.

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- A. Update on negotiations with potential retail, manufacturing and other businesses that are considering locating in the City of Whitewater and are requesting City of Whitewater related financial assistance or concessions.
- B. Consideration and discussion of a Capital Catalyst Fund grant recommendation for Blue Line Battery
- C. Consideration of a Line of Credit request from Slipstream
- D. Consideration and discussion of a request for a TIF #6 economic development incentive for Michael Sina
- E. Consideration and discussion of Candidates for position of Executive Director.

Motion was made to move into closed session:

Knight (1); Singer (2)

Aye: All via voice vote (6)

Nay: None

#### 8. Reconvene into open session to take action on closed session items as needed.

Motion was made to return into open session

Kachel (1); Allen (2)

Aye: All via voice vote (6)

Nay: None

A. Receive approval to make \$10000 grant to Blue Line Battery and authorize an additional \$15000 loan which would be delegated with final authorization from Capital Catalyst Committee.

Motion to approve

Singer (1); Allen (2)

Aye: All via voice vote (6)

Nay: None

B. Authorize an extension of line of credit to Slipstream for \$17,500 with a 30 day notice on call back.

Motion to approve

Singer (1); Parker (2)

Ayes: All via voice vote (5)

Nay: Allen (1)

#### 9. CDA/Staff updates on:

- A. Grocery store recruitment
- B. Housing Study
  - Matt Winden presents Housing Study Results to CDA Committee.

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- R2A Rezoning: Reviews Table: Housing prices in Whitewater have declined across
  the board due to recession. Houses in R2A zone declined at a slower rate than the
  rest of the city housing. Average houses outside the R2A zone declined at -36%
  whereas in the R2A zone houses declined at -30%. Houses within the R2A zone are
  protected at about \$8,000 per house. Whitewater mill rate is .024%. Protected tax
  dollar is \$206 per house. Homes around the R2A zone values will be higher due to the
  R2A zone home values.
- C. Department of Administration letter regarding CDBG loan program

## 10. Future agenda referrals.

- Slipstream will be invited back to complete presentation
- Special CDA meeting to do SKYPE interviews in 2 week s

## 11. Adjourn

Motion was made to adjourn at 6:15 pm Kachel (1); Singer (2)

Aye: All via voice vote (6)

Nay: None

The minutes were reviewed and approved by the CDA at its meeting on:

Jeff KnightPatrick CannonChairpersonRecorder

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# Whitewater Community Development Authority Meeting Minutes March 23, 2017

## 1. Call to order and roll call.

The meeting was called to order by Chair Jeffrey Knight at 5:00 p.m. The meeting was held at the Innovation Center, Room 105, located at 1221 Innovation Drive, Whitewater, WI 53190.

Present: Knight, Allen, Henry, Kachel,

Absent: Singer, Winship, Parker

Also: Patrick Cannon (CDA Executive Director)

- **2. Hearing of Citizen Comments.** No formal CDA Action will be taken during this meeting although issues raised may become a part of a future agenda. Items on the agenda may not be discussed at this time.
  - No one from the public wished to make a comment.

## 3. Approval of agenda.

Motion to approve agenda

Kachel (1); Allen (2)

Aye: All via voice vote (4)

Nay: None

## 4. Approval of minutes.

A. January 26, 2017

B. February 23, 2017

Motion to approve minutes

Allen (1); Kachel (2)

Aye: All via voice vote (4)

Nay: None

## **5. Acceptance of Financial Statements**

A. February, 2017 was presented. Staff was requested to provide reports for January, 2017 for Board approval. These were not approved at a prior meeting due to time constraints.

B. Fund Balances: Fund 900 reflects \$400.00 in office rent which P. Cannon will investigate what exactly the charge is for.

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C. Loan Portfolio: Fine Food Culture, LLC (the Black Sheep) and Pinpoint Software paid off their loans. JCIB is out of business and a first letter has been sent. City Attorney will be notified to assist with advancing the payment of the loan. Moraine View and Program Administration have been inactive for a period of time. P. Cannon suggests rolling the funds into the UDAG account and removing from the book. P. Cannon will check with City Attorney to make sure this option is legally viable. If this option is viable, P. Cannon will place on the next CDA Agenda.

Motion to approve Fund Balances and Loan Portfolio

Allen (1); Henry (2)

Ayes: All via voice vote (4)

Nay: None

## 6. Presentation regarding CDA Housing Study

• Presentation delayed until April 27, 2017. Copies of the study will be provided ahead of time.

## 7. CDA/Staff updates on:

## A. Grocery Store Recruitment

- Cannon participated in a webinar with Kroger's, based in Tennessee. Cannon has reached out to Kroger's but no response at this time.
- Sendiks is going out of business in Shorewood and then there was a possible lead from a small family run grocer.
- Cannon will approached the UW Foundation as the current owners of the old Sentry store to see if they would entertain the idea of hosting the Whitewater Food Pantry and the Clothes Closet.
- Mr. John Hoffman (property owner) asked about his property located along HWY 12 and W.
   Walworth Ave regarding his property being potentially developed and the previous requirements associated with potential development of the property. The Hoffman Property is to be added to the next agenda.

## B. Discussion of CDBG-RLF -Ed Loan Program Policy and update

- Knight requests the CDBG-RLF- ED Loan Program Policy Manual be updated to become compliant with the DOA Audit.
- Cannon clarifies the current manual was approved by the State Department of Administration, so the current manual should be compliant with DOA.
- Cannon will review all the DOA material and then send a copy of the manual to the DOA Auditor for review. The DOA auditor is due at the City on April 5<sup>th</sup>. Cannon will follow up with the auditor then and then make any changes if necessary.
- Knight requests all follow up on the manual be completed in writing.
- All CDBG Loans are current expect those businesses shown as either delinquent or in default.

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## C. Discussion of Capital Catalyst Fund Policy and update

- Policy is up-to-date for the Capital Catalyst Fund. Cannon is in the process of doing the Compliance Report for 2016. Cannon has sent out emails to businesses requesting information which he needs to complete the audit.
  - D. Discussion of UDAG Policy and update
- UDAG funds were recorded incorrectly between funds last month. This has been corrected in Finance by creating a journal entry and moving the funds back to the correct fund.
- 8. Adjourn to closed session per Wisconsin State Statutes 19.85(1) (e) "Deliberating or negotiating the purchase of public property, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session c0 Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercise responsibility."
  - A. Update on negotiations with potential retail, manufacturing and other businesses that are considering locating in the City of Whitewater and are requesting City of Whitewater related financial assistance or concessions.
  - B. Consideration and discussion of a Partial Mortgage Release for 311 E. Milwaukee St. CDBG Loan.
  - C. Consideration and discussion of contracts for Real Estate Brokers for CDA Owned properties.
  - D. Consideration and discussion of Candidates for position of Executive Director.

Motion was made to move to closed session

Knight (1); Allen (2)

Aye: Allen, Henry, Kachel, Knight (roll call)

Nay: None

9. Reconvene into open session to take action on closed session items as needed.

Motion was made to return into open session

Allen (1); Knight (2)

Aye: All via voice vote (4)

Nay: None

## In open session:

A. Motion made to grant a partial Mortgage Release to 311 E Milwaukee regarding their CDBG Loan. The release is necessary due to an easement being obtained in conjunction with a future road project.

Allen (1); Henry (2)

Aye: All via voice vote (4)

Nay: None

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Staff was requested to provide additional information on the selection of MSA Professional Services and their charges associated with the easement for 311 E. Milwaukee St.

## 10. Future agenda referrals.

- Capital Catalyst Policy
- Fund 900 \$400 expense clarification
- Hoffman Property discussion
- MSA Information regarding the easement
- Rozelle Property

## 11. Adjourn

Motion was made to adjourn at 7:32 pm Kachel (1); Allen (2)

Aye: All via voice vote (6)

Nay: None

The minutes were reviewed and approved by the CDA at its meeting on:

Jeff Knight Patrick Cannon
Chairperson Recorder

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# Whitewater Community Development Authority Meeting Minutes April 27, 2017

## 1. Call to order and roll call.

The meeting was called to order by Chair Jeffrey Knight at 5:30 p.m. The meeting was held at the Innovation Center, Room 105, located at 1221 Innovation Drive, Whitewater, WI 53190.

Present: Knight, Henry, Kachel, Parker, Singer

Absent: Winship, Allen

Also: Patrick Cannon (CDA Executive Director)

- **2. Hearing of Citizen Comments.** No formal CDA Action will be taken during this meeting although issues raised may become a part of a future agenda. Items on the agenda may not be discussed at this time.
  - No one from the public wished to make a comment.

## 3. Approval of agenda.

Item 8- Presentation of CDA Housing Study will not be presented tonight.

Motion to approve agenda without CDA Housing Study

Kachel (1); Singer (2)

Aye: All via voice vote (5)

Nay: None

## 4. Approval of minutes.

A. March 23, 2017

Motion to approve minutes as presented

Singer (1); Kachel (2)

Aye: All via voice vote (5)

Nay: None

## 5. Acceptance of Financial Statements

A. January, 2017

B. March, 2017

C. Fund Balances

D. Loan Portfolio

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Motion to approve all Financial Statements as presented

Kachel (1); Henry (2)

Ayes: All via voice vote (5)

Nay: None

## 6. Consideration of a funding request regarding a community grocery store

Whitewater Co. presented information on the grocery cooperative. Personal funds have been used up to this point, but are seeking funds to move forward. Items highlighted: Branding, Steering Committee Members, Highlights of achievements, Corporations filing and Sources and Uses.

Seeking funds from the CDA to be used for:

- Attorney- to assist with getting bylaws ratified.
- Consulting Services-Contract services
- Insurance for Board of Directors

Sources and Uses spreadsheet presented to CDA Committee requesting \$10,000 and highlighting how funds would be spent. \$800 in personal money has been used to establish the Corporation. Once bylaws are established by the attorney, the cooperative can then solicit members. A lifetime membership would be \$150.00. Committee would seek founding owners at \$150.00. Entire process will take 5-6 years. Currently the committee is in year one.

## Motion to approve using \$10,000 from UDAG Funds to assist with the development of the grocery with quarterly reports/updates from the community grocery store

Kachel (1); Henry (2)

Aye: Henry, Kachel, Singer, Knight, Parker

Nay: None

## Motion to move #10 to the next item

Kachel(1); Henry (2)

Aye: All via voice vote (5)

Nay: None

# **7. Consideration and discussion of a proposed joint marketing project with the University Technology Board.** Mark Johnson and Pat Cannon met with a representative from a public relations firm to discuss a potential marketing plan for the Innovation Center and the CDA. The initial contact was via a cold call. After completion of the meeting, staff decided to present the concept to both the Tech Park Board and the CDA. While not recommending either organization agree to the contract, staff wanted to present the concept.

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After reviewing the proposal, both organizations felt that they did not have adequate funds available to pursue the project.

## 8. Presentation regarding CDA Housing Study

Staff indicated that they were contacted by the individuals completing the study and they have not completed the report. Therefore, the presentation was postponed. Ms. Henry would like a copy of the survey to review when they do the presentation.

## 9. Consideration and discussion of Hoffman properties located within TIF #6

Staff was directed to provide background information on the proposed development of the property owned by Mr. Hoffman. This property is located north of HWY 12. At a previous meeting, Mr. Hoffman has received no communication from developers in over a year. Staff indicated that a review of the files did not provide any contacts or proposed development plans.

## 10. CDA/Staff updates on:

- **A. Grocery Store Recruitment-** Staff indicated that they had contacted a grocer in the northern Wisconsin area. At this time, staff has not heard back from them. The Milton owners of the Piggly Wiggly are not interested in building a store in Whitewater. Woodman's Grocery was also contacted and they are not interested. All potential contacts should be directed to and the Perkins study will be sent to them. Mr. Knight feels an independent grocer is the only option for Whitewater.
- **B.** Department of Administration CDBG review-DOA completed a follow up review. It was reported that despite not having all self-certification forms on file, a policy is needed.
- **C. Discussion of Capital Catalyst Fund Policy** This item was a carryover from a previous meeting. No additional changes are needed at this time.
- 11. Adjourn to closed session per Wisconsin State Statutes 19.85(1) (e) "Deliberating or negotiating the purchase of public property, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session c0 Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercise responsibility."
  - A. Update on negotiations with potential retail, manufacturing and other businesses that are considering locating in the City of Whitewater and are requesting City of Whitewater related financial assistance or concessions.
  - B. Consideration and discussion of contracts for Real Estate Brokers for CDA Owned properties.
  - C. Consideration and discussion of a TIF#6 funding request by Michael Sina property located at 1002 S. Janesville St.
  - D. Consideration and discussion of hiring of David Carlson for the position of Executive Director.

Motion was made to move to closed session

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Knight (1); Kachel (2)

Aye: Parker, Singer, Henry, Kachel, Knight (roll call)

Nay: None

## 12. Reconvene into open session to take action on closed session items as needed.

Motion was made to return into open session

Singer(1); Kachel (2)

Aye: All via voice vote (4)

Nay: None

## In open session:

A. Motion made to hire Dave Carlson as the Director of the CDA

Parker (1); Singer (2)

Aye: All via voice vote (4)

Nay: None

Abstain: Knight

B. Motion made to start D. Carlson at Grade J Step 2 \$64,481 including the full city benefit package. In addition, if Mr. Carlson receives his CEDC certification within 2 years, he will be eligible to be upgraded to grade K.

Aye: Henry, Kachel, Parker, Singer (4)

Nay: None

Abstain: Knight (1)

C. Motion to approve the real estate contract with Linda Plattner to serve as a Broker for a portion of the vacant lots in the Business Park and allow Staff to enter into similar contracts with other two brokers without coming before the CDA Board. Contracts will be procured before next CDA meeting.

Parker (1); Kachel (2)

Aye: All via voice vote (5)

Nay: None

D. Direction for Staff to continue to work with Michael Sina property and to bring something back with more detail and numbers to the CDA board.

## 13. Future agenda referrals.

- A. MOU- CDA/City Support Staff
- B. Advisor mentor support for D. Carlson w/familiarizing
- C. Goal Setting and Expectations: CDA/Carlson June/July Meeting

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## 14. Adjourn

Motion was made to adjourn at 8:45 pm

Kachel (1); Singer (2)

Aye: All via voice vote (6)

Nay: None

The minutes were reviewed and approved by the CDA at its meeting on:

Jeff Knight Chairperson Patrick Cannon Recorder

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## MINUTES OF THE WHITEWATER LANDMARKS COMMISSION MEETING

Thursday, January 5, 2017 – 6:00 PM Municipal Building, City Manager's Conference Room, 2<sup>nd</sup> Floor 312 Whitewater Street, Whitewater, WI 53190

## Call to Order

Call to Order and roll call – Meeting called to order at 6:14 p.m. by Chairperson Blackmer. Members Present: Blackmer, Oberle, Helmick, Kienbaum, Richardson, Haselow, Singer. Members Absent: None. Others Present: Chuck Nass, Michele Smith, Karen Coburn.

- Approval of Agenda. M/S Helmick/Richardson to approve agenda. Motion carried unanimously.
- **Approval of Minutes** December 1, 2016 and December 7, 2016 M/S Richardson/Oberle to approve minutes. Motion carried unanimously.
  - Set date and time of next meeting Thursday, February 2, 2017- 6:00 PM
- Hear Citizen Comments: None.

## Reports

- **Birge Fountain Report**. Birge Fountain Committee held shortly before Landmarks meeting. Birge Fountain Committee agreed to hire conservator, to be paid for ½ by segregated Birge funds and ½ by city-managed Birge funds. Kori Oberle will research conservator information and small subcommittee will meet to finalize.
- Report on Whitewater Historic Homes Photo Project (Richardson) Long, ongoing project still underway.
- Meetings of the Burial Preservation Acts Committee. Helmick/Oberle attended meeting in Madison. Further information will be coming.
- Walton Oaks, 227 S. Boone Court and Moksnes House Nominations as Local Landmarks.
   Next month further information regarding the Walton Oaks and Moksnes house nominations will be coming. 227 Boone will take longer, and may or may not be interested. Karen Coburn presented a packet of information from the Urban Forestry Commission to assist with the nomination of Walton Oaks as a local Landmark.
- Brickyard Park (Brickyard Historic Area) as a Local Landmark (Kienbaum). Kienbaum will meet with City Clerk.
- Effigy Mounds Preserve Report (Oberle/Helmick). No report. A Friends of the Mounds meeting is needed.
- **Report on Budget availability for purchase of inventory tags** (Singer). As previously mentioned, Landmarks has \$1000 available via city budget.
- Report on Proposal for Councilpersons to become automatic committee/commission chairs. Singer stated that no action was taken on this proposal at the Council level, and that Landmarks was not intended to be included in this proposal.
- Library Board meeting of December 19, 2016 regarding proposed library expansion project (Oberle/Blackmer). Oberle and Blackmer presented information regarding the Landmarks status of properties and the procedure for dealing with Landmarks properties before the Library Board at their meeting. Details regarding the status of the developer's project are unknown at this time. Blackmer and Oberle obtained permission from Library Board to speak with Mercy Health Systems.
- **Inventory tags for city owned historical property**. Haselow will finalize and bring forth order to be submitted via the City Manager.

**Unfinished Business** 

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- **Mounds Preserve signage project update** (Oberle/Kienbaum) Plaques are here and stored by the City. Awaiting good weather, grant award, survey and boulder placement.
- Haselow's Project regarding Local Landmarks introduced to public, report on venue, date, etc. Haselow spoke with Library regarding combining of projects. Haselow will continue organizing the project and keep the Board informed.

## **New Business**

- **Birge Fountain protection/preservation**. Commission pleased to proceed with contacting a conservator and looking at immediate as well as future needs of the fountain.
- White Memorial Building change in awnings update. No further word on whether the Whitewater Arts Alliance desires to come forth with a new proposal or amendment.
- Public education regarding Local Landmark status and designation of Local Landmark status for neighborhoods. Obtaining Landmarks photo on a disk would be helpful.
- Revision of City Landmarks Ordinance regarding decertification/demolition ordinance. Project has not yet begun.
- Approval of thank you letter to Local Landmark owners. Pat Blackmer in charge of this project.

## Future Agenda Items – None requested.

**Adjournment.** Moved by Blackmer and seconded by Richardson to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 7:36 p.m.

Respectfully submitted,

Michele R. Smith, Secretary

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## **Whitewater Landmarks Commission**

## **AGENDA**

Thursday, February 2, 2017 – 6:00 PM Municipal Building, City Manager's Conference Room, 2nd Floor 312 Whitewater Street, Whitewater, WI 53190

## Call to Order

☐ Call to Order and roll call

Chairperson Blackmer called the meeting to order at 5:54 PM.

Present: Patricia Blackmer, Kori Oberle, Suzanne Haselow, Ken Kienbaum, Daniel Richardson,

Patrick Singer, Richard Helmick

Absent: None

Staff present: None

Guests: Charlotte Haselow

☐ Approval of Agenda

MSC Oberle/Richardson to approve the agenda as posted.

Ayes: Blackmer, Oberle, Haselow, Kienbaum, Richardson, Singer, Helmick

Nays: None

Abstain: None

☐ Approval of Minutes – January 5, 2017

Seeing there were no additions or corrections, Blackmer approved the minutes as posted.

☐ Set date and time of next meeting – Thursday, March 2, 2017- 6:00 PM

The next meeting of the Landmarks Commission will be held Thursday, March 2, 2017 at 6:00 PM in the city manager's conference room,  $2^{nd}$  floor, city hall. Prior to the meeting, there will be a short meeting on the Birge Fountain.

□ Hear Citizen Comments: No formal Landmarks Commission Action will be taken during this meeting although issues raised may become a part of a future agenda. Participants are allotted a three minute speaking period. Specific items listed on the agenda may not be discussed at this time; however citizens are invited to speak to those specific issues at the time the Commission discusses that particular item.

There were no citizen comments.

## **Reports**

☐ Birge Fountain Report (Oberle, chair of subcommittee)

The subcommittee met on Jan. 12. At the meeting, a list of items that the conservator should address was developed. The list was forwarded to Cameron Clapper as well as Chuck Nass for their approval. Both agreed to the list as presented. Additionally, Blackmer has contacted Dr. Roy Nosek to see if he would be willing to relate his knowledge of the Birge Fountain. Oberle contacted the conservator, Tom Podnar, regarding the list developed by the subcommittee. Mr. Podnar was familiar with the type of fountain the city has and requested to have more information. Oberle is in the process of doing this.

☐ City acquisition of the historical machine parts of the old Main St. mill planning meeting (Smith)

Michelle Smith, city clerk, was not present. However, she emailed her report to the Commission. Her report:

The Old Stone Mill turbine parts have been obtained by Downtown Whitewater. As Chuck Nass told the Landmarks Commission, they are stored at the Marshall Farm (city-owned property) on Howard Road. The parts are very dirty and need cleaning and possible repair as they have been out in the elements for a long, long time.

It is CMP's(Chris Muntz Pritchard) understanding that when the E. Main Street project was engineered, that some part of the Old Mill was intentionally left in place.

The hope is to develop some sort of arrangement where the parts can be cleaned and repaired as necessary. (You may recall that Chuck said pursuit of local craftspeople may occur). CMP is interested in contacting the City's engineer to see whether power can actually be created. CMP would like to meet with you (Pat) as chair of the Landmarks Commission, to make sure everyone is on board with the proposed project.

I am still not clear as to who will design the layout, or who is in charge of the project, but I am guessing that direction will come from the City Manager.

Nothing is being planned for this project this Winter. It sounds like nothing will happen until it gets warm.

CMP has indicat	ted she would like to	meet with you. I would	l suggest that Chuck be included	l.
☐ Report on Whitewater	Historic Homes Pho	oto Project (Richardsor	1)	
No report.				

☐ Meetings of the Burial Preservation Acts Committee (Helmick/Oberle)

There has been no word if the WI Legislature will schedule this item for action.

☐ Walton Oaks and Moksnes House Nominations as Local Landmarks (Blackmer)

The nomination for Walton Oakes is being developed. Mrs. Walton will be unavailable for more information until late March.

The Moksnes report has been completed. Oberle suggested that the commission needs to review the report in order to comment on it. The report is quite lengthy and would not easily be digitally distributed. Blackmer said she could email the first section of the report to the Commissioners. Singer suggested that Michelle could scan the entire document and send it to the commissioners. All agreed. Blackmer will forward the documents to Smith,

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☐ Brickyard Park (Brickyard Historic Area) (Kienbaum)  No report.	
Blackmer remarked that at a previous meeting, the Commission agreed not to nominate the p as a historic landmark. Educational signage would be developed and installed with the Park Board's permission. Oberle added that the first step would be for the Parks Board to name the park. Singer added that the CDA has a role in the property as well. The city and the CDA meed to clean up ownership of the land. Ultimately, the city owns title of the property.	ie
☐ Effigy Mounds Preserve Report (Oberle/Helmick)	
Oberle has been asked by the Senior Center to provide a program and guided tour in May. Hopefully, before the March meeting, the Commission will have learned if the grant has been approved by the state.	1
□ Proposed library expansion project/Mercy Health Systems (Oberle/Blackmer)	
Blackmer and Oberle meeting with Clapper, scheduled for this morning, had to be postponed until Friday. Blackmer has been in contact with Jen Hall, Mercy Health System. Ms. Hall halittle information regarding the project and was unaware of the Landmark status of the local health clinic. Blackmer emailed Ms. Hall the city ordinance regarding landmarks and complemented her for Mercy's diligence in taking care of the building.	
This afternoon, the developer called Blackmer regarding the project. Blackmer believes that developer was completely unaware of the Landmark status of the building or of the city ordinance. He is willing to meet with the Commission to further discuss the project. He stat that no site has been determined for the project. He did say that the development needs to be the university's front door in order for it to be successful. He would like to discuss adaptive ideas should the J.J. Starin site be selected.	ed at
Blackmer will email the developer the city's ordinance pertaining to landmarks. Oberle commented that any meeting with the developer will need to be posted. Singer suggested if t developer does come to talk with the Landmarks Commission, the Library Board should be t as well in order to facilitate information among all parties.	
Oberle requested the commission give her some direction to bring to Clapper at tomorrow's meeting. Singer suggested that Clapper be sure communication needs to be carefully relayed all parties as the project moves forward. Oberle again asked for specific direction. It was decided that she discuss the project with Clapper, as it currently is known, specifically in relation to the J.J. Starin site, and its status as a city landmark. Richardson added that the impact on the entire neighborhood should also be discussed.	tion
□ Inventory tags for city owned historical property (Haselow)  The tags have not been ordered as yet. The material and a font have been chosen. Haselow questioned the size of the tag might not fit some of the smaller items. It was decided not to a the city's logo on the tag. Adding a number system would add cost. Haselow suggested we purchase a small stamp set or engraving pen and write the numbers on the tag. Oberle said the numbers are critical in order to keep tract of the items. Richardson said for continuity and uniformity that the manufacturer does them. The city clerk can provide Haselow with the tag number and help with purchasing process.	nat d

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☐ Haselow's Project regarding Local Landmarks introduced to public, report on venue, date, etc.

No report at this time. A meeting is planned for this Tuesday.

**Unfinished Business** 

Bla	of thank you letter to Local Landmark owners ckmer has prepared a thank you letter. Unfortunately, the city computer system was unable to blay it for the Commissioners' review.
New Busine  ☐ Revision  ordinance re	of City Landmarks Ordinance regarding decertification/demolition committee formed for
A n	neeting has not occurred yet. One is being developed.
□ Subcomn	nittee for planning a Landmarks Commission public education program
Obe poi	ckmer said the commission needs to continue to develop programs for public instruction. erle has begun to organize Richardson's photos to make them more easily accessible for power nt programs. She also has been developing a program describing the process a property ergoes in becoming a landmark.
☐ Englebre	tson-Dorr (Victoria on Main) miniature house
unti Cor info	house has been donated to the city and is now city property. It is being temporarily stored a suitable home can be found for it. Oberle asked what due diligence is required from the mission regarding this property. It was decided that the Commission should get specific brination on the house, its builder, history and other pertinent details along with photographs documentation.
	ll Commission members' action plan for March hardson: will take more photographs of local landmarks

Blackmer: continue to work on the Walton Oaks nomination; email the developer the Landmark ordinance and suggest if he does meet with the commission that the library board be included as well; disseminate the Thank you letter draft to Commissioners

Oberle: Birge Fountain; meet with Clapper; monitor legislative action on the Burial Act; continue to develop public education projects; wait for state approval of EMP grant.

Haselow: order property tags; meet with Oberle to discuss public education project

Helmick: complete February minutes

## **Future Agenda Items**

Flat Iron Park as a local landmark

401 West Center Street property

The property on the corner of Center and Fremont Streets

## **Adjournment**

The meeting was adjourned by Chairperson Blackmer at 7:21 PM.

Respectfully submitted

Richard Helmick, Secretary pro tem

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## MINUTES OF THE WHITEWATER LANDMARKS COMMISSION Whitewater, Wisconsin March 2, 2017

## Call to Order and roll call.

The meeting was called to order at 6:06 p.m. by Chairperson Blackmer. MEMBERS PRESENT: Blackmer, Oberle, Helmick, Kienbaum, Richardson, Haselow. MEMBERS ABSENT: Singer. OTHERS PRESENT: City Clerk Michele Smith.

<u>Approval of Agenda and Minutes of 2/2/17</u>. It was moved by Helmick and seconded by Kienbaum to approve the Landmarks Commission minutes of 2/2/17. Motion carried by unanimous voice vote.

**Date and Time of Next Meeting**. April 6<sup>th</sup> will be the next regularly scheduled meeting, with May 4, 2017 at 6:00 p.m. being the next meeting. (This is the meeting where the Public Hearing relating to the nomination of the Dr. Virginia Epps' property on Highland Street (Moksnes house) as a local Landmark will be held.

Citizen Comments: None.

## **REPORTS**:

<u>Machine Parts (turbine) from Old Stone Mill</u>. Pat Blackmer reported that a meeting is scheduled for next week relating to this project. Helmick noted that a volunteer by the name of Rich Forman has expressed interest in assisting with restoration of the hydro-power mill. Forman is eager to lend his expertise as a retired power engineer. Blackmer noted that there is a three-ring binder on file at the Library, and additional research could occur there.

Whitewater Historic Homes Photo Project. This project will continue once weather permits.

<u>Burial Preservation Acts Committee</u>. Kori Oberle and Richard Helmick reported that there has been no evidence that the Legislature has scheduled an update for deliberations on this subject. There is no new information to report.

<u>Walton Oaks Local Landmarks Nomination</u>. Pat Blackmer will be in touch with Ruth Walton as soon as she returns from Florida. Further information will be coming.

<u>Brickyard Park.</u> (<u>Brickyard Historic Area at corner of Jefferson and Starin</u>). Ken Kienbaum confirmed through the City Clerk's office that the property is still titled in the name of the City of Whitewater. It was agreed that it would be best to wait to do anything further on this until a new Parks and Recreation Director is hired and on board

Effigy Mounds Preserve /Grant Report. Kori Oberle, who had worked tirelessly on the grant application, informed the group that Whitewater was not selected to receive the \$22,000 grant funds to be used to survey the Mounds. Oberle has been researching details on the other communities that were selected over Whitewater and the rationale used, so as to be able to use the information to benefit Whitewater in a subsequent submission. As a result of the inability to have the Mounds surveyed at this time, the boulder/plaque project is on hold. The Commission thanked Kori for the massive amount of time she spent on the Grant submission.

<u>Inventory Tags for City-owned Historical Property</u>. Suzanne does not yet have the quotation for the tags. She did participate in a lengthy webinar that discussed adhesives. Once the quote is received, Suzanne will contact Clerk Smith to get the supplies ordered.

Proposed Library Expansion Project. Kori Oberle indicated that she met with City Manager Clapper regarding the possible building of a Library in place of the Mercy Medical Center (Locally-designated Landmark – J.J. Starin House, 507 W. Main Street). The Landmark may potentially be replaced with a four-story Marriott Inn. Oberle believes that the development of this hotel would reduce the value of the Main Street historic district. Clapper indicated that Landmarks Commissioner Singer met with Clapper after the last Landmarks meeting, and asked Clapper to be sure that the Landmarks Chairperson be provided with the building plans once they are supplied to the Neighborhood Services Director. At their February 20, 2017 meeting, the Library Board charged the Developer with

coming up with a parking plan that convinces them (the Library Board) that there is sufficient parking for 150 cars. The Neighborhood Services Director, after completing calculations using other business models, has determined the amount of parking needed. There is some concern that the Developer may not be able to come up with the required amount of parking. It was noted that there are 62 spots located in the Congregational Church Parking lot, but that does not constitute even half of what is needed, and no one from the Congregational Church has confirmed that they have even been contacted by the Developer (Troy Hoekstra). Also necessary is acquisition of the property south of Mercy Medical, owned by Robin Vos. It has been reported that the Developer has not been successful in making contact with Vos, so that property's availability is uncertain as well. This is problematic as the Developer has to break ground by August in order to receive his tax credits.

The Developer has indicated he is not interested in saving any portion of the J.J. Starin property (currently Mercy Medical) as Marriott will allow only specific designs for their hotels. The possibility of physically moving the structure would be possible, but as time moves forward, it is very unlikely that this could be marketed and arranged. In addition, the Developer has asked the Library for a fairly large up-front financial contribution. It was noted that the Developer has desires this specific location.

Richard Helmick, who also serves on Library Board, confirmed that the Developer has asked for the up-front costs, but the Board has asked him to meet the City's conditions prior to any local contribution. Further information will be provided at the next meeting.

## **UNFINISHED BUSINESS:**

<u>Landmarks Project to introduce Information to the Public</u> It has been decided that this project will coincide with the Library's Summer Reading Program and will cater to the younger generation at this point. A very detailed work plan was presented and one of the projects includes making buildings out of clay. Assistance would be appreciated at the Library on June 15, 2017.

<u>Public Education Regarding Local Landmark Status and Education regarding Local Landmarks Status for Neighborhoods</u>. Blackmer reported that a subcommittee was formed for this subject. A potential audience would be the Friends of Fairhaven, at their 9/26/17 meeting.

**Revision of City Landmarks Ordinance**. It was agreed that any amendments to the Landmarks Ordinance should wait until after pending matters are resolved.

Moksnes/Epps Nomination Paperwork – Highland Street. Virginia Epps has executed Nomination paperwork to have her home at 970 Highland Street designated as a local Landmark. The home was designed by Peter Fritz Dreger, is described as "Wrightian" and was built in 1970-71 for Stephen and Billie Moksnes. Architect Dreger is an American architect who is licensed in several States. Dreger was a local Whitewater talent who attended Whitewater College High and graduated from Whitewater High School in 1960. The Moksnes family sold the home to Dr. M. Virginia Epps in 1993, and she still resides there today. The Public Hearing will be held at the May Landmarks meeting.

Conservation of Birge Fountain. The Birge Fountain meeting scheduled immediately before the Landmarks Commission meeting had to be cancelled due to the inability of several members to attend. Kori Oberle reported that she had met with City Manager Clapper about the Birge Fountain on February 21, where she informed the Manager of the Conservator cost. She indicated that the Manager was interested in going forward with the full project at a cost of \$15,000. The Manager was not, however, certain as to whether approval of the Agreement would have to go before the Common Council. Clapper is to check that matter out and get back to Oberle. Oberle indicated that she is also awaiting the meeting of the Birge Fountain Committee for an additional approval, even though at the January meeting the Birge Fountain group unanimously voted to approve the assessment. Oberle wants to be sure the Birge Fountain group knows the price and details. Oberle is waiting to hear back from the City Manager. She is prepared to go before the City Council should this be required to approve the assessment agreement. Once the conservator views the Fountain, he can provide a detailed listing of necessary repairs/improvements, a proposed timeline, and a cost estimate. It was agreed that Chairperson Blackmer will e-mail Birge Fountain Committee chairperson Luckett to request that Luckett reschedule the Birge Fountain meeting.

## **NEW BUSINESS:**

whether the owners of the property at Center and Fremont (believed to be First Citizens State Bank) would be interested in having that property designated a local Landmark. City Clerk Smith is to send Helmick information as to the ownership of the property at 401 W. Center Street (corner of Center and Fourth). It was agreed that designation of Flat Iron Park as a Landmark should be delayed until after Birge Fountain restoration/decisions are made.

## Individual Commission Assignments.

<u>Future Agenda Items</u>: Discussion about a Library window display in May to celebrate Historic Preservation Month is to be discussed. An Action Plan/Update on the Landmarks brochure needs to be discussed.

**Adjournment.** It was moved by Helmick and seconded by Oberle to adjourn the meeting. Motion carried by unanimous voice vote. The meeting adjourned at 8:03 p.m.

Respectfully submitted,

Michele R. Smith, Clerk

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## MINUTES OF THE WHITEWATER LANDMARKS COMMISSION SPECIAL MEETING

## March 17, 2017

A special meeting of the Landmarks Commission was called to order at 6:00 p.m. by Chairperson Blackmer. MEMBERS PRESENT: Haselow, Oberle, Helmick, Richardson, Blackmer, Kienbaum. OTHERS PRESENT: Michele Smith, Jim Allen. MEMBERS ABSENT: Singer.

<u>BIRGE FOUNTAIN DISCUSSION</u>. Landmarks Commissioner Oberle presented a timeline of Birge Fountain activities. As noted in prior meetings, the Landmarks Commission is concerned about the declining condition of the fountain. The Birge Fountain meeting scheduled for March 2, 2017 was cancelled due to lack of quorum available. Since that time, City Manager Clapper and Birge Fountain Chair Luckett have been contacted and asked to reschedule the meeting. Clapper indicated he would attempt to have the Birge Fountain meeting scheduled for April 6.

Oberle clarified that the Landmarks Commission is asking for a summary for assessment, and are NOT asking for treatment. The request is to have the conservator study the fountain, assess the condition, and define the treatment plan. Oberle and Blackmer indicated that the intent of this meeting is to plan for the Council meeting, and to determine which items should go into the Council packet backup materials. Much discussion regarding the wear, the construction of the fountain occurred.

Two members of the Birge Fountain Committee also serve on the Landmarks Commission (Kienbaum, Richardson). Birge Fountain Committee Treasurer, James Allen was present at the meeting. Several members of the Landmarks Commission were concerned that the Birge Fountain Committee has not met and that some maintenance items are not being handled. Birge Fountain Commission member Allen disagreed, stating that numerous upkeep items have been completed and the fountain has been maintained. The Landmarks Commissioners asked Allen to encourage the Birge Fountain Committee to meet and hopefully approve the expenditure for the study.

Landmarks Commissioners expressed concern that if the conservator agreement is not approved soon, the conservator will be too busy and not be able to complete the work this year. Discussion regarding some opinions that Landmarks has overstepped their bounds occurred. Landmarks members expressed frustration over the lack of meetings Birge has had.

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It was moved by Oberle and seconded by Helmick that the Landmarks Commission request mediation through the city administrative offices to start a productive solution to the disagreement between the two Boards. The request is to have the chosen mediator not be a commission member and not be a Councilmember. AYES: Blackmer, Oberle, Helmick, Kienbaum, Richardson, Haselow. NOES: None. ABSENT: Singer.

The meeting adjourned at 6:45 p.m.

Respectfully submitted,

Michele R. Smith, Secretary

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## **Whitewater Landmarks Commission**

## **AGENDA**

Thursday, April 6, 2017 – 6:00 PM
Municipal Building, City Manager's Conference Room, 2nd Floor
312 Whitewater Street, Whitewater, WI 53190
\* Amended Agenda as of 11:15 a.m. April 5, 2017 New Business: Resignation of Landmarks
Commissioner.

## Call to Order

☐ Call to Order and roll call

Chairperson Blackmer called the meeting to order at 6:04 PM.

Present: Patricia Blackmer, Dan Richardson, Suzanne Haselow, Ken Kienbaum, Richard

Helmick, Patrick Singer

Absent: None

Staff present: None Guests: Larry Kachel

☐ Approval of Agenda

MSC Singer/Haselow to approve the agenda as printed.

Ayes: Blackmer, Richardson, Haselow, Kienbaum, Helmick, Singer

Nays: None Abstain: None

☐ Approval of Minutes –March 2, 2017

MSC Kienbaum/Blackmer to approve the minutes as posted.

Ayes: Blackmer, Richardson, Haselow, Kienbaum, Helmick, Singer

Nays: None Abstain: None

☐ Set date and time of next meeting – May 4, 2017

The next meeting of the Commission will be on May 4, 2017 at 6:00 PM in the City Manager's Conference Room.

□ Hear Citizen Comments: No formal Landmarks Commission Action will be taken during this meeting although issues raised may become a part of a future agenda. Participants are allotted a three minute speaking period. Specific items listed on the agenda may not be discussed at this time; however citizens are invited to speak to those specific issues at the time the Commission discusses that particular item.

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There were no citizen comments.

Reports
☐ City acquisition of the historical machine parts of the Old Stone Mill (Blackmer)
Blackmer took photos of the turbine parts and had them identified as the parts from the old stone mill. She also has a file on the emails regarding procedures and happenings so far. There are no decisions at present on how to display the parts.
☐ Report on Whitewater Historic Homes Photo Project (Richardson)
No additional photos have been taken. The Ambrose House is next on the list.
☐ Status of the Burial Preservation Acts Committee (Helmick/Oberle)
No report.
☐ Walton Oaks as a local landmark (Blackmer)
Blackmer will be arranging a meeting with the property owner to discuss details.
☐ Brickyard Park (Brickyard Historic Area) report (Kienbaum)
No report.
☐ Effigy Mounds Preserve (Oberle/Helmick)
The friends met.
☐ Inventory tags for city owned historical property (Haselow)
Haselow has a conference call scheduled for this Monday to finalize everything. The quote is effective for 60 days.
☐ Proposed Library Expansion Project (Blackmer/Oberle)
Singer reported that the City Council will not be meeting in closed session tonight regarding the project. From the council's perspective, much more planning needs to be done before the city will be moving forward.
(Singer left the meeting at 6:15 in order to be present at the Common Council meeting.)
Larry Katchel commented that he would lend his personal support to the Landmarks Commission in questioning the J.J. Starin site for a possible new library.
☐ "Hello Building, How Old Are You" June project with library (Oberle/Haselow)
Kori Oberle has indicated that she will continue to be involved in the plan.
□ 401 Center Street as a Local Landmark (Helmick)
Information is still being collected.
☐ 222 Center Street as a Local Landmark (Haselow) No report.
Unfinished Business  ☐ Public education regarding Local Landmark status and designation of Local Landmark status for neighborhoods
A committee has been working on this project. It needs to meet some more to determine how best to proceed.
☐ Revision of City Landmarks Ordinance regarding decertification/demolition ordinance
No report. Kienbaum volunteered to work with the City Clerk on clarifying language in this section.
☐ Thank you letters to Local Landmark owners
The letters will be going out so they will be received during National Historical Preservation Month.

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☐ Moksnes/Epps house nomination public hearing May 4, 2017
The hearing has been scheduled to be held in the council chambers at 6:00 PM.
□ Continued discussion and action regarding conservation of the Birge Fountain  Blackmer reported that the Birge Fountain Committee voted in favor of the proposal put forth by  Landmarks to have an assessment done by McKay. Funds for the assessment have been provided through two different, Birge Fountain accounts. The chair of the Birge Fountain Committee, Alan Luckett, will now expedite the project by contacting McKay and seeking a purchase order from the city.
Blackmer suggested that a project manager be appointed who is knowledgeable about historic preservation and not associated with the Birge Fountain Committee or the Landmarks Commission.
The minutes from the special Landmarks meeting held on March 21 have not been presented for passage.
New Business
☐ Individual commission members projects for April
Blackmer: continue with the Walton Woods nomination, continue to monitor the Birge Fountain assessment project.
Richardson: Photos of the Ambrose House
Kienbaum: Brickyard Park
Haselow: inventory tags
Helmick: continue research on 401 Center Street, continue monitoring status of the Burial Preservation Acts Subcommittee; Friends of the Effigy Mounds activities; complete meeting minutes.
☐ Historic Preservation (Birge Fountain/Green Shutters) subcommittee to develop and install a display
at the city library for the month of May, National Historic and Preservation Month.
☐ Subcommittee volunteers to work on reprint of brochure to include new Local Landmarks
Everything is in place except for the possible inclusion of the Moksnes House information.
☐ Resignation of Landmarks Commissioner  Kori Oberle has recently resigned from the Landmarks Commission. Blackmer read her

## **Future Agenda Items**

- Election of officers
- Recruitment of landmark commissioners

resignation letter to be included in the minutes (attached).

## **Adjournment**

Blackmer adjourned the meeting at 7:15 PM.

Respectfully submitted,

Richard Helmick, secretary pro tem

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## Kori Oberle

Monday, April 3, 2017

Michele Smith, City Clerk City of Whitewater Whitewater, WI

Michele,

Please consider this letter my formal resignation as a volunteer on both the Landmarks Commission and the Parks Board, effective immediately. Please also remove my recent application to serve on the Birge Fountain Committee.

Please know that it has always been a pleasure to serve on the Parks Board under the leadership of both Matt Amundson and Michelle Dujardin. My resignation is in no way related to working with them.

However, it has become apparent over the past several months, as a Landmarks Commission member, that my experience and knowledge as a recently retired professional in the field of cultural resource management is not helpful to the City's needs. While I regret that I am leaving my fellow Landmarks volunteers, I am saddened that not all of the City's staff and elected officials value the hard work that some of the City's volunteers donate on behalf of the better good. That some employees and elected officials are allowed to continue to do so, despite legitimate reports of dysfunction, is unfortunate.

Trying to work alongside others to care for our community's cultural heritage should not be so difficult or so unpleasant. By resigning, I am rescuing myself from this dysfunction.

These questions remain to be answered: what <u>is</u> the Landmarks Commission's responsibility when the Birge Fountain Committee is <u>not</u> accomplishing the maintenance and preservation of the Birge Fountain? When two members of the Fountain Committee report to Landmarks their concerns about the deteriorating condition of the fountain and the Fountain Committee's irregular and infrequent meetings, what <u>is</u> the appropriate, acceptable, and productive way for the Commission to respond?

Sincerely,

Kori K. Oberle

Kori Oberle 688 Waters Edge Drive Whitewater, WI 53190 608-577-8220 k.oberle@sbcglobal.net

cc. Cameron Clapper, City Manager
Patricia Blackmer, Landmarks Commission Chair
Michelle Dujardin, Interim Parks & Recreation Director

## **CITY OF WHITEWATER LANDMARKS COMMISSION**

## **MAY 4, 2017 MEETING MINUTES**

The regular meeting of the Landmarks Commission was called to order at 6:30 p.m. by Chairperson Pat Blackmer . MEMBERS PRESENT: Blackmer, Helmick, Kienbaum (Ken), Richardson, Haselow, Grady. MEMBERS ABSENT: None. (Board has one open position due to resignation of Kori Oberle). OTHERS PRESENT: Virginia Epps, Linda Robinson. CITY STAFF PRESENT: Michele Smith.

It was moved by Helmick and seconded by Haselow to approve the agenda and to approve the Landmarks minutes of 3/17/17 and 4/6/17. AYES: Blackmer, Helmick, Richardson, Haselow, Grady. NOES: None. ABSENT: Kienbaum. The next meeting of the Landmarks Commission is scheduled for 6/1/17. Councilmember Christopher Grady, new council representative to the Landmarks Commission, was welcomed to the group.

## **CITIZEN COMMENTS**: None.

PUBLIC HEARING REGARDING DESIGNATION OF MOKSNES/EPPS HOME AT 970 HIGHLAND STREET AS A LOCAL LANDMARK. Chairperson Pat Blackmer opened the Public Hearing. Dr. M. Virginia Epps has applied for Landmark status on her home at 970 W. Highland Street. The home, built in 1972 at the request of Mr. and Mrs. Stephen Moksnes, is of modern "Wrightian" design. Architect Fritz Dreger, son of Herbert Dreger, was a local Whitewater talent who attended Whitewater College High and graduated from Whitewater High School in 1960. Frtiz's family resided on Blue Spring Lake in Palmyra. Dreger defined his design as "radical" where he turned the house around so that the living room and dining room faced the back of the lot. The home was sold to Dr. Virginia Epps in 1993. She is the second and current owner of the home. Dr. Epps was present to describe further details of the home and to confirm her desire to have the home designated as a Landmark. Consensus was that the home is of unique architectural design and definitely qualifies for landmark status. Public input was solicited. The public hearing was closed, and it was moved by Helmick and seconded by Richardson to designate the Moksnes / Epps home as a local landmark. AYES: Blackmer, Helmick, Richardson, Haselow. NOES: None. ABSENT: Kienbaum.

HISTORIC HOMES PHOTO PROJECT. Still underway and will be worked on as weather and time permit.

**BURIAL PRESERVATION ACTS COMMITTEE REPORT (STATE OF WISCONSIN)**. No further information was available regarding the status of the changes to the State's burial preservation act.

<u>WALTON OAKS PARK DESIGNATION AS LOCAL LANDMARK</u>. Pat Blackmer has been working with Karen Coburn of the Urban Forestry Commission and with Ruth Walton regarding designation of the Park as a local landmark. Ruth Walton has provided a great deal of beneficial information. More information will be forthcoming at the next Landmarks Commission meeting.

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**BRICKYARD PARK HISTORIC AREA DESIGNATION AS LOCAL LANDMARK**. Brickyard Park, located at the intersection of Jefferson Street and Starin Road, has been considered for designation as a local Landmark area. Unfortunately, there is some confusion as to local ownership of the property, and any activity on this parcel will have to be delayed.

**EFFIGY MOUNDS PRESERVE**. A successful clean up day was held with close to 20 people assisting to clean eight mounds. A presentation about the mounds is planned at the Senior Center on May 17<sup>th</sup>.

<u>INVENTORY TAGS FOR CITY-OWNED PROPERTY</u>. Suzanne Haselow reported that there was a misunderstanding about the serial numbers, but the project is back on track, and prices have been obtained. It was agreed by the group that 250 tags are sufficient. It was agreed that the order for the tags would be placed prior to the next Landmarks Commission meeting. Haselow will contact City Clerk Smith to purchase.

PROPOSED LIBRARY EXPANSION PROJECT. Helmick reported that the Library Director, Library Board Chairperson, City Manager, and Neighborhood Services Director recently visited Platteville, Wisconsin, where a Library project similar to that being considered in Whitewater had been completed. It was noted that a Common Council meeting was also held to hear concerns of Council were expressed, and resulting in the Council asking the Library Board to better involve the public and assemble information indicating why a new Library and/or addition are necessary. It was indicated that the Library Board will host a public forum on May 22. Councilmember Grady, who also serves as council representative to the Library Board, indicated that the May 22<sup>nd</sup> meeting is for the purpose of talking about the history of how the project got to where it is today, but the location is not planned for discussion at all. Grady indicated that the Council asked the Library Board to publicize why a Library is needed. The Council did not ask for Library location input at this point. Chairperson Blackmer expressed concern over the fact that the developer has proposed a project where there is no guarantee after the seven year period that the new Library space would actually be deeded to the City, especially in light that the developer cannot commit to this in writing. Grady indicated that in June, Wisconsin Housing and Economic Development Authority ('WHEDA") will be coming before the Council to give a presentation relating to their rules and regulations that would apply to the proposed project. Blackmer indicated that the Landmarks has taken the position that the J.J. Starin Mansion (507 W. Main) is a historic Landmark and is on the State and National Registers, and falls under local ordinance and regulations that would affect the disposition of the property. Grady indicated that misinformation is out there that gives the impression that the mansion would be torn down. Blackmer confirmed that potential developer Troy Hoekstra had contacted her and said he was all for adaptive reuse or moving the property. Grady indicated that until negotiation occurs, the details of the proposal are unknown. Grady believes more information will be available in June. Grady indicated that the newly-created Finance Committee will be meeting and will discuss the City's financial donation to the project. More information will be coming.

"HELLO BUILDING, HOW OLD ARE YOU?" LIBRARY PROJECT IN JUNE. Suzanne Haselow and former Landmarks member Kori Oberle have been planning a Library project involving local youth, teaching

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them about our local landmarks. The event is planned for June 15<sup>th</sup> at 3:30 p.m. at the Irvin L. Young Memorial Library. The planners are seeking assistance from the Landmarks Commission on that day. Helmick, Richardson, and Blackmer agreed to make themselves available.

<u>LOCAL LANDMARK DESIGNATION PROPOSALS – 401 W. Center St. and 222 Center Street</u>. It has been mentioned that these two properties may be worthy of local Landmark designation. No further report is available at this time.

**BIRGE FOUNTAIN CONSERVATION**. Blackmer reported that McKay Laboratories of Ohio will come to Whitewater this year to view the fountain and to make recommendations regarding the maintenance of the fountain and recommendations regarding products and contractors to be used.

<u>LIBRARY DISPLAY CASE FOR HISTORIC PRESERVATION / ARCHEOLOGICAL MONTH</u>. A display in our local Library was completed May 1<sup>st</sup>, using photographs from Dan Richardson's collection and personal photograph loaned by Shirley Hapka. Focus was on local landmarks, specifically the Birge Fountain and the Green Shutters.

<u>PUBLIC EDUCATION REGARDING LOCAL LANDMARK STATUS AND DESIGNATION OF LOCAL LANDMARK STATUS FOR NEIGHBORHOODS</u>. The Commission indicated it would be nice to have the Starin Park Neighborhood designated as a State and National District and Local Landmark district. The intent of the districts would not be to place restrictions on homes. It was suggested that details regarding this be placed in any presentations, as people may interpret the Landmark designations as placing limitations on their ability to remodel or maintain their homes.

**REVISION OF LANDMARKS ORDINANCE REGARDING DECERTIFICATION OF LANDMARK OR DEMOLITION / DECERTIFICATION.** It was agreed that this item remain on hold, as amendments to the ordinance now may be misinterpreted as a Landmarks Commission effort to make changes prior to the Library project determination.

**THANK YOU LETTERS TO LOCAL LANDMARK OWNERS**. Landmarks Chairperson Blackmer has prepared a letter of appreciation which will be sent to each owner of a locally-designated Landmark in the City.

**BROCHURE REPRINT – MOKSNES/EPPS.** Reprinting of the brochure is pending.

**LANDMARK COMMISSION MEMBERS RECRUITMENT**. If anyone knows of anyone interested in serving on Landmarks Commission, please have them contact the City Clerk's office.

**OFFICER ELECTION** Delayed until next meeting.

<u>ADJOURNMENT</u>. It was moved by Helmick and seconded by Richardson to adjourn the meeting. Motion carried by unanimous vote. The meeting adjourned at 7:30 p.m.

Respectfully submitted,

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Michele R. Smith, Secretary

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## WHITEWATER LANDMARKS COMMISSION ANNUAL PRESERVATION ACTIVITIES REPORT (January – December 2016)

The City of Whitewater Landmarks Commission regularly scheduled meetings met 12 times during 2016. In addition there were three special meetings called to address requests for an in-service regarding the Whitewater Landmarks Ordinance for Commissioners and City Staff, an addition of a garage at the Lyman Wight Octagon House by the Hajewskis' and the replacement of awnings (one with signage) at the White Memorial Building by Arts Alliance President, Linda Long

The Commission currently monitors 22 individually listed Local Landmarks as well as the oversight of the National Register's Main Street Historic District and works in conjunction with the City Parks and Recreation Department, the Birge Fountain Committee and the Whitewater Historical Society. In 2008, the Commission reviewed and accepted the Architectural and Historic Survey of City of Whitewater properties.

## In 2016 Landmarks Commissioners:

## **January**

Developed and implemented the first phase of a five year strategic plan of action for the Landmarks Commission.

Approved the Starin Park Water Tower as a Local Landmark.

Initiated individual Commission member's monthly action plans.

## **February**

Allowed permission for Melinda Roberts (Wisconsin Historical Markers Website) to use content of the Whitewater Landmarks brochure for inclusion on the website crediting the Commission.

## March

Attended "Whitewater Collects" presented by the Whitewater Historical Society at the Cravath Lake Pavilion.

Started a photographic inventory of Whitewater's historic homes which is to continue until all homes have been photographed.

Moved city owned historic property (original Birge Fountain cherubs) from private storage to the basement of the White Memorial Building.

Received the City Parks and Recreation Board endorsement for several projects to be considered for the Whitewater Effigy Mounds Preserve to include trail and mound signage and acceptance of boulder donation from the Keinbaum family.

Posted the Starin Park Water Tower and the Armory as the newest Local Landmarks on the City website.

Renewed membership in the Wisconsin Association of Historic Preservation Commission.

Received the professional survey of the panther mound at the effigy mounds preserve completed in November 2015 from the professional team that completed it.

## April

Continued to investigate the possibility of LIDAR mapping of the Effigy Mounds Preserve in conjunction with Walworth County.

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Initiated investigation into the brick yard kilns on Jefferson Street. A portion of the land was given for use as a park. Research will continue with regard to the possibility of marking the site with an historic plaque.

## May

Worked with the City of Whitewater to issue proclamations honoring both the Wisconsin Historical Preservation Month and the Wisconsin Archeological Month.

Presented an Annual Commission Activities report to the Whitewater City Council.

Installed an historic display entitled "Whitewater – Then and Now" at the library for Wisconsin Historical Preservation month.

Assisted with the reorganization of the Friends of the Effigy Mounds Preserve and the development of its Bylaws.

Discontinued the tile project for Local Landmark residences with Taylor McDarison who was commissioned to design and produce the tiles.

Attended the Birge Fountain Committee meeting.

### June

Initiated investigation into the purchase of inventory tags to designate and number city owned historic property.

Reviewed application regarding the addition of a utility shed and the building of a 22' x 36' garage on the Local Landmark site of the Lyman White Octagon House at 127 N. Newcomb Street currently owned by the Hajewski's. The Commission granted approval of the construction and will monitor the progress of the project.

Attended a meeting of the Friends of the Effigy Mounds Preserve featuring archeologist, Dr. George Christenson.

## July

Taylor McDarison, UW-Whitewater art student that had worked on designing tiles for the Landmark home in the city relinquished the molds and completed tiles as well as her drawings and computer files to the Commission. Everything is stored in the basement of the White Memorial Building.

Commission members hosted a meeting on July 15<sup>th</sup> by archeologist, Rob Nurre at the library and then led a tour of the Effigy Mound Preserve attended by 22 people.

## August

Filed the annual Commission report with the Wisconsin State Historical Society.

Filed the annual Commission report with the National Park Service to maintain Whitewater's Certified Local Government status.

Commission members attended the August 2<sup>nd</sup> meeting of the Legislative Council Study Committee revisiting the burial site preservation laws at the State Capitol.

Approved text for signage at the effigy mounds preserve and selected bronze plaques for the signage which would be adhered to large boulders.

## September

Commissioners attended the September 8<sup>th</sup> meeting of the Legislative Council Study Committee revisiting the burial site preservation laws at the State Capitol

Hosted a tour of the Effigy Mound Preserve by moonlight on September 16<sup>th</sup>. There were 41 people in attendance.

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Proposed the consideration of the Moksnes/Epps House and Walton Oaks Park as future Local Landmarks.

### October

Met with the Kienbaum Family to select the glacial boulders for the signage project to be delivered to the Effigy Mounds Preserve.

Attended the October 5<sup>th</sup> meeting of the Legislative Council Study Committee revisiting the burial site preservation laws at the State Capitol.

Conducted an in-service for Commission members and City Staff regarding the City of Whitewater Landmarks Ordinance on October 7<sup>th</sup>.

Attended the Wisconsin Historical Society Preservation Conference, October 21/22 at the Wisconsin Dells.

Prepared press releases and participated in a radio interview at WFAW in Fort Atkinson regarding the Effigy Mounds Preserve "Adopt a Mound" initiative and clean-up day.

Visited Effigy Mounds National Monument in Marquette, Iowa and the Sny McGill Mounds site in MacGregor, Iowa to consult with park management regarding mounds preservation and care.

Updated the interactive map regarding Local Landmarks on the city website.

## **November**

Submitted a grant to the Wisconsin State Preservation Commission requesting \$22,000 for the survey and measurement of the 13 mounds at the Effigy Mounds Preserve.

Received permission for work at the Effigy Mounds Preserve clearing debris and initiated the "Adopt a Mound" volunteer program which was marketed to families and interest groups. Four mounds were adopted by members of the community and clean up took place on November 12<sup>th</sup>.

Attended the November 10<sup>th</sup> meeting of the Legislative Council Study Committee revisiting the burial site preservation laws at the State Capitol.

Finalized copy regarding the Starin Water Tower and the Armory for an updated brochure on Local Landmarks.

Hosted Library Board President, Anne Hartwig who shared information with the Commission on the possible library expansion program.

Interviewed architect, Peter Fritz Dreger who designed the Moksnes/Epps home in preparation of the nomination for the home as a Local Landmark.

## December

Conducted a hearing On December 7th regarding the installation of replacement awnings (including one with signage) at the White Memorial Building. This project was denied.

Presented a power point to the Library Board regarding the history and significance of the property at 507 W. Main Street and the adjacent Main Street Historic District.

Notified area realtors by delivering/mailing packets that contained an introductory letter from the Landmarks Commission, a City of Whitewater Landmarks brochure and a copy of the Landmarks Ordinance.

## Looking ahead to 2017, the Whitewater Landmarks Commission is planning:

To re-apply for a grant from the Wisconsin State Historical Society to measure and map the Whitewater Effigy Mounds Preserve by a team of professional archeologists.

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Assist with the hiring of a professional conservator to assess and offer conservation and maintenance plans for the preservation of the Birge Fountain.

To continue monitoring the Whitewater Effigy Mounds Preserve, ensuring maintenance, enlisting volunteers to clear debris and provide for continued preservation of the site.

Continue to compile a list and present possible nominations of structures eligible for local landmark status.

Provide information on local history and historic preservation to Whitewater and Walworth county schools and communities.

Continue annual celebration of Historic Preservation Month and Archeology Month each May.

Develop long range publicity campaign for local landmarks and Effigy Mounds.

Facilitate the repair, painting and maintenance of the Birge Fountain.

Assist the Whitewater Community in promoting historic preservation in conjunction with the Whitewater Historical Society, Downtown Whitewater, Inc., Tourism/Chamber of Commerce, City Council and the Walworth County Historical Society.

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## City of Whitewater Council Agenda Item Information Sheet

MEETING DATE: 6/6/2016 ITEM: Wastewater Utility Compliance Maintenance

**Annual Report (CMAR)** 

PRESENTER: Wastewater Superintendent

PREVIOUS ACTION, IF ANY: None

## SUMMARY OF ITEM BEING PRESENTED:

In compliance with the WI Dept. of Natural Resources (WDNR), I have included our 2016 CMAR for your review. The CMAR is designed to help address any shortcomings or deficiencies with the Wastewater Utility facility, personnel or infrastructure. The purpose of the report is to help monitor utility management while also informing city officials of its operating level. CMAR scores can help direct time, effort and dollars invested into the utility. On the "Grading Summary", located on page 26 of the report, you will see the utility received an A in all ten categories. This rating also indicates the level of dedication and pride the utility staff has regarding facility operation and maintenance. Despite this positive review, I must point out we still have challenges to overcome. Namely, we must remain diligent and work together to maintain and improve the infrastructure we have for human health, safety and environmental quality purposes. This year we saw modifications to both the Financial Management and Sanitary Sewer Collection System sections. Incorporated into the Financial Management section was an Energy Efficiency and Use portion. Working in collaboration with the WI State Energy Office, the WDNR is beginning to collect gas and electric usage values along with various factors that may affect energy consumption. The Sanitary Sewer Collection Systems section asked more questions requiring a narrative response. As always, I invite anyone with specific questions or comments to contact me at any time.

BUDGET IMPACT, IF ANY: None

BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION, IF ANY: None

STAFF RECOMMENDATION: Recommend approval of the proposed resolution as presented and as required by the WDNR.

RECOMMENDED MOTION: Motion to approve the resolution acknowledging the 2016 Wastewater Utility Compliance Maintenance Annual Report (CMAR).

ATTACHMENT(S) INCLUDED (If none, please state that)
2016 WDNR eCMAR
2016 CMAR Resolution

FOR MORE INFORMATION CONTACT:

Tim Reel, treel@whitewater-wi.gov, 262,473,0560.

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## **City of Whitewater**

## Wisconsin Department of Natural Resources Compliance Maintenance Annual Report Resolution 2016

WHEREAS, it is a requirement under a Wisconsin Pollutant Discharge Elimination System (WPDES) permit issued by the Wisconsin Department of Natural Resources to file a Compliance Maintenance Annual Report (CMAR) for its wastewater facilities under Wisconsin Administrative Code NR 208;

WHEREAS, it is necessary to acknowledge that the governing body has reviewed the CMAR;

WHEREAS, it is necessary to provide recommendations or an action plan for all CMAR section grades of "C" or less and/or an overall grade point average <3.00;

BE IT RESOLVED, the city council in the City of Whitewater informs the Department of Natural Resources that the 2016 CMAR was reviewed and this resolution was voted on as follows:

Adopted the 6th of June, 2016 Ayes:	
Noes:	
Absent:	
	Cameron Clapper, City Manager
	Michele R. Smith, City Clerk

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Whitewater Wastewater Treatment Facil

Last Updated: 5/30/2017

Reporting For: 2016

## Influent Flow and Loading

- 1. Monthly Average Flows and (C)BOD Loadings
- 1.1 Verify the following monthly flows and (C)BOD loadings to your facility.

Outfall No. 701	Influent Monthly Average Flow, MGD	х	Influent Monthly Average (C)BOD Concentration mg/L	х	8.34	=	Influent Monthly Average (C)BOD Loading, lbs/day
January	1.6036	Χ	166	Х	8.34	=	2,219
February	1.6001	Χ	208	Х	8.34	=	2,775
March	1.6892	Χ	193	Х	8.34	=	2,715
April	1.7993	Χ	189	Х	8.34	=	2,829
May	1.3842	Χ	225	Х	8.34	=	2,593
June	1.1070	Χ	197	Х	8.34	=	1,823
July	0.9206	Χ	267	Х	8.34	=	2,051
August	1.0818	Χ	259	Х	8.34	=	2,339
September	1.2941	Χ	231	Х	8.34	=	2,492
October	1.4113	Χ	227	Х	8.34	=	2,674
November	1.4228	Х	202	Х	8.34	=	2,397
December	1.3612	Х	202	Х	8.34	=	2,295

- 2. Maximum Monthly Design Flow and Design (C)BOD Loading
- 2.1 Verify the design flow and loading for your facility.

Design	Design Factor	Х	%	=	% of Design
Max Month Design Flow, MGD	3.65	Х	90	=	3.285
		Х	100	=	3.65
Design (C)BOD, lbs/day	11415	Х	90	=	10273.5
		Х	100	=	11415

2.2 Verify the number of times the flow and (C)BOD exceeded 90% or 100% of design, points earned, and score:

	Months	Number of times	Number of times	Number of times	Number of times
	of				1
			flow was greater		(C)BOD was greater
	Influent	than 90% of	than 100% of	than 90% of design	than 100% of design
January	1	0	0	0	0
February	1	0	0	0	0
March	1	0	0	0	0
April	1	0	0	0	0
May	1	0	0	0	0
June	1	0	0	0	0
July	1	0	0	0	0
August	1	0	0	0	0
September	1	0	0	0	0
October	1	0	0	0	0
November	1	0	0	0	0
December	1	0	0	0	0
Points per ea	ach	2	1	3	2
Exceedances	5	0	0	0	0
Points		0	0	0	0
Total Number of Points					0

06/02/2017

6. Pretreatment

O Yes06/02/2017

Whitewater Wastewater Treatment Facil Last Updated: Reporting For: 5/30/2017 2016 3. Flow Meter 3.1 Was the influent flow meter calibrated in the last year? Enter last calibration date (MM/DD/YYYY) Yes 5/17/16 O No If No, please explain: 4. Sewer Use Ordinance 4.1 Did your community have a sewer use ordinance that limited or prohibited the discharge of excessive conventional pollutants ((C)BOD, SS, or pH) or toxic substances to the sewer from industries, commercial users, hauled waste, or residences? Yes o No If No, please explain: 4.2 Was it necessary to enforce the ordinance? Yes O No If Yes, please explain: We have a specific ordinance to monitor and verify proper maintenance of grease and sand interceptors in the City. It was necessary to issue compliance orders to several businesses for their lack of a timely response. 5. Septage Receiving 5.1 Did you have requests to receive septage at your facility? Septic Tanks Holding Tanks **Grease Traps** Yes Yes Yes O No O No O No 5.2 Did you receive septage at your facility? If yes, indicate volume in gallons. Septic Tanks Yes 427,450 gallons o No Holding Tanks gallons Yes 410,900 O No Grease Traps Yes 32,988 gallons 5.2.1 If yes to any of the above, please explain if plant performance is affected when receiving any of these wastes. During wet weather events we typical only accept volumes of waste that can be held in two 11,000 gallon underground tanks. From here the product is trickle fed into the headworks as able. Grease trap waste is pumped directly into the anaerobic digesters to minimize process train problems.

6.1 Did your facility experience operational problems, permit violations, biosolids quality concerns,

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or hazardous situations in the sewer system or treatment plant that were attributable to

commercial or industrial discharges in the last year?

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No

If yes, describe the situation and your community's response.

- 6.2 Did your facility accept hauled industrial wastes, landfill leachate, etc.?
- Yes
- o No

If yes, describe the types of wastes received and any procedures or other restrictions that were in place to protect the facility from the discharge of hauled industrial wastes.

We accepted both leachate and "pit" waters in 2016. The respective volumes were 165,000 and 6,000 gallons. Based on our historic knowledge of the testing results for leachate it is fed into our headworks in the same fashion as septage and holding tank wastes. All waste streams are sampled and randomly tested in order make sure we have no concerns regarding compliance.

Total Points Generated							
Score (100 - Total Points Generated)							
Section Grade	Α						

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Whitewater Wastewater Treatment Facil

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Effluent Quality and Plant Performance (BOD/CBOD)

#### 1. Effluent (C)BOD Results

1.1 Verify the following monthly average effluent values, exceedances, and points for BOD or **CBOD** 

Outfall No. 001			Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	20	18	0	1	0	0
February	20	18	1	1	0	0
March	20	18	0	1	0	0
April	20	18	1	1	0	0
May	10	10	0	1	0	0
June	10	10	0	1	0	0
July	10	10	0	1	0	0
August	10	10	0	1	0	0
September	10	10	0	1	0	0
October	10	10	2	1	0	0 (
November	20	18	4	1	0	0
December	20	18	3	1	0	0
		* Eqi	uals limit if limit is	<= 10		
Months of d	ischarge/yr			12		
Points per e	ach exceedanc	e with 12 mor	nths of discharge		7	3
Exceedance	S				0	0
Points					0	0
Total numb	per of points					0

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge. Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is 12/6 = 2.0

1.2 If any violations occurred, what action was taken to regain compliance?

_			<b>~</b>	
ソ	-10	Meter	Calibration	٦

2.1 Was the effluent flow meter calibrated in the last year?

Yes

Enter last calibration date (MM/DD/YYYY)

5/17/16

O No

If No, please explain:

#### 3. Treatment Problems

3.1 What problems, if any, were experienced over the last year that threatened treatment?

Wet weather events are always challenging not so much biologically but mechanically. We do show elevated levels of BOD5 and Ammonia during this period but none to the level that were actually "threatening". In 2016 we did find a Alum feed line plugged. Luckily this did not affect our second feed pump and location. Phosphorus levels rose slightly (always within our limits) until which time the plugged line was repaired.

4. Other Monitoring and Limits

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	5/30/2017	2016
1.1 At any time in the past year was there an exceedance of a perr	mit limit for any other pol	lutants

Last Updated: Reporting For:

- 4.1 At any time in the past year was there an exceedance of a permit limit for any other pollutants such as chlorides, pH, residual chlorine, fecal coliform, or metals?
- o Yes
- No

If Yes, please explain:

- 4.2 At any time in the past year was there a failure of an effluent acute or chronic whole effluent toxicity (WET) test?
- o Yes
- No

If Yes, please explain:

- 4.3 If the biomonitoring (WET) test did not pass, were steps taken to identify and/or reduce source(s) of toxicity?
- o Yes
- o No
- N/A

Please explain unless not applicable:

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	Α

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Whitewater Wastewater Treatment Facil

Last Updated: 5/30/2017

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#### Effluent Quality and Plant Performance (Total Suspended Solids)

1. Effluent Total Suspended Solids Results

1.1 Verify the following monthly average effluent values, exceedances, and points for TSS:

Outfall No. 001 January February	Monthly Average Limit (mg/L)	90% of Permit Limit >10 (mg/L)	Effluent Monthly Average (mg/L)	Months of	Permit Limit	90% Permit	
	=e (g, =)	1 > 1() ([[[(]/1])	/g/ _/		Exceedance		
	20	18	mit Average (mg/L) Discharge Exceedance Limit				
	20	18	0	1	0	0	
March	20	18	0	1	0	0	
April	20	18	2	1	0	0	
May	10	10	0	1	0	0	
June	10	10	0	1	0	0	
July	10	10	0	1	0	0	
August	10 10		0	1 1	0	0	
September	10	10 10			0	0	
October	10	10	3	1	0	0	
November	20	18	1	1	0	0	
December	20	18	1	1	0	0	
		* Eqi	uals limit if limit is	<= 10			
Months of D	ischarge/yr			12			
Points per	each exceeda	ance with 12	months of disch	arge:	7	3	
Exceedance	S				0	0	
Points					0	0	
Total Numi	ber of Points					0	

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is 12/6 = 2.0

1.2 If any violations occurred, what action was taken to regain compliance?

Total Points Generated						
Score (100 - Total Points Generated)	100					
Section Grade	A					

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Last Updated:

Reporting For:

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#### Effluent Quality and Plant Performance (Ammonia - NH3)

1. Effluent Ammonia Results

1.1 Verify the following monthly and weekly average effluent values, exceedances and points for ammonia

										- 1
Outfall No.	Monthly	Weekly	Effluent	Monthly	Effluent	Effluent	Effluent	Effluent	Weekly	
001	Average	Average	Monthly	Permit	Weekly	Weekly	Weekly	Weekly	Permit	
	NH3	NH3	Average	Limit	Average	Average	Average	Average	Limit	
	Limit	Limit	NH3	Exceed	for Week			for Week	Exceed	
	(mg/L)	(mg/L)	(mg/L)	ance	1	2	3	4	ance	
January	4.4		.044	0						
February	4.4		.0125	0						
March	4.8		.0125833	33 0						
April	4.3		.0125833	33 0						
May	4		.12	0						
June	3.2		0	0						
July	3		.0745	0						
August	3		.05	0						
September	3		1.924615	385 0						]],
October	4.1		.2745	0						] '
November	4.5		.7316666	67 0						
December	4.4		.1196923	0 80						
Points per e	ach excee	dance of N	Monthly av	verage:					10	
Exceedance	s, Monthly	<b>/</b> :							0	
Points:									0	
Points per e	ach excee	dance of v	weekly ave	erage (wh	en there is	s no month	nly averge	):	2.5	
Exceedance	s, Weekly	:							0	$\ $
Points:									0	
Total Num	ber of Po	ints							0	

NOTE: Limit exceedances are considered for mothly OR weekly averages but not both. When a monthly average limit exists it will be used to determine exceedances and generate points. This will be true even if a weekly limit also exists. When a weekly average limit exists and a monthly limit does not exist, the weekly limit will be used to determine exceedances and generate points. 1.2 If any violations occurred, what action was taken to regain compliance?

Total Points Generated						
Score (100 - Total Points Generated)						
Section Grade	А					

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#### Effluent Quality and Plant Performance (Phosphorus)

1. Effluent Phosphorus Results

1.1 Verify the following monthly average effluent values, exceedances, and points for Phosphorus

Outfall No. 001	Monthly Average phosphorus Limit (mg/L)	Effluent Monthly Average phosphorus (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance
January	1	0.8	1	0
February	1	0.8	1	0
March	1	0.7	1	0
April	1	0.7	1	0
May	1	0.7	1	0
June	1	0.7	1	0
July	1	0.9	1	0
August	1	0.7	1	0
September	1	0.7	1	0
October	1	0.9	1	0
November	1	0.8	1	0
December	1	0.8	1	0
Months of Discharg	je/yr		12	
Points per each e	exceedance with 1	2 months of dischar	ge:	10
Exceedances				0
Total Number of	Points			0

NOTE: For systems that discharge intermittently to waters of the state, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is 12/6 = 2.0

1.2 If any violations occurred, what action was taken to regain compliance?

Total Points Generated						
Score (100 - Total Points Generated)						
Section Grade	Α					

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Reporting For: 2016

#### Biosolids Quality and Management

1 [	Biosolids .1 How o Land a Publicl Hauled Landfil Other NOTE: If as lagoor	lid yo applie y Dis d to a lled rated you o	u use d und tribut nothe did no ed be	e or dis der you ed Exc er perr ot rem eds, re	ur pe ception nitted ove l circu	rmit onal d fac oioso latin	Qual ility ilids f g sar	ity Bi rom	your eers,	ds syste					e you	ır sys	item t	ype su	ıch	
2. Land Application Site 2.1 Last Year's Approved and Active Land Application Sites 2.1.1 How many acres did you have? 3067 acres 2.1.2 How many acres did you use?  98.5 acres 2.2 If you did not have enough acres for your land application needs, what action was taken?  2.3 Did you overapply nitrogen on any of your approved land application sites you used last year?  • Yes • No 2.4 Have all the sites you used last year for land application been soil tested in the previous 4 years?  • Yes • No (10 points)  • N/A												0								
<ul> <li>3. Biosolids Metals Number of biosolids outfalls in your WPDES permit: 3.1 For each outfall tested, verify the biosolids metal quality values for your facility during the last calendar year. Outfall No. 002 - Liquid Sludge </li> </ul>												last								
F	Parameter	80% of	H.Q. Limit	Ceiling Limit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	80% Value	High Quality	Ceiling	
$\vdash$	A	Limit			20											-				
$\vdash$	Arsenic		41	75 85	23													0	0	

3.1.1 Number of times any of the metals exceeded the high quality limits OR 80% of the limit for molybdenum, nickel, or selenium = 0

Exceedence Points

7500 1100

<2.5

< 9

• 0 06/02/2P Vints)

Copper

Lead

Mercury

Molybdenum

Nickel

Selenium

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0

0

- 0 1-2 (10 Points)
- 0 > 2 (15 Points)
- 3.1.2 If you exceeded the high quality limits, did you cumulatively track the metals loading at each land application site? (check applicable box)
- o Yes
- O No (10 points)
- N/A Did not exceed limits or no HQ limit applies (0 points)
- O N/A Did not land apply biosolids until limit was met (0 points)
- 3.1.3 Number of times any of the metals exceeded the ceiling limits = 0

**Exceedence Points** 

- (0 Points) • 0
- 0 1 (10 Points)
- 0 > 1 (15 Points)
- 3.1.4 Were biosolids land applied which exceeded the ceiling limit?
- O Yes (20 Points)
- No (0 Points)
- 3.1.5 If any metal limit (high quality or ceiling) was exceeded at any time, what action was taken? Has the source of the metals been identified?
- 4. Pathogen Control (per outfall):
- 4.1 Verify the following information. If any information is incorrect, use the Report Issue button under the Options header in the left-side menu.

Outfall Number:	002
Biosolids Class:	В
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	01/01/2016 - 12/31/2016
Density:	34,106
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Anaerobic Digestion
Process Description:	Mixed anaerobic digestion at 97 degrees +/- 1 degree.

- 4.2 If exceeded Class B limit or did not meet the process criteria at the time of land application.
- 4.2.1 Was the limit exceeded or the process criteria not met at the time of land application? O Yes (40 Points)
- No

If yes, what action was taken?

- 5. Vector Attraction Reduction (per outfall):
- 5.1 Verify the following information. If any of the information is incorrect, use the Report Issue button under the Options header in the left-side menu.

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0

0

Outfall Number:	002
Method Date:	01/20/2016
Option Used To Satisfy Requirement:	Volatile Solids Reduction
Requirement Met:	Yes
Land Applied:	Yes
Limit (if applicable):	> = 38
Results (if applicable):	66

5.2 Was the limit exceeded or the process criteria not met at the time of land application? o Yes (40 Points)

No

If yes, what action was taken?

- 6. Biosolids Storage
- 6.1 How many days of actual, current biosolids storage capacity did your wastewater treatment facility have either on-site or off-site?
- >= 180 days (0 Points)
- o 150 179 days (10 Points)
- 0 120 149 days (20 Points)
- 0 90 119 days (30 Points)
- 0 < 90 days (40 Points)</pre>
- O N/A (O Points)
- 6.2 If you checked N/A above, explain why.
- 7. Issues
- 7.1 Describe any outstanding biosolids issues with treatment, use or overall management:

The only concern facing this aspect of our treatment process is the age of the equipment and pending retirements of those that have managed the day to day duties of this program.

Total Points Generated			
Score (100 - Total Points Generated)			
Section Grade	А		

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### Staffing and Preventative Maintenance (All Treatment Plants)

<ul> <li>1. Plant Staffing</li> <li>1.1 Was your wastewater treatment plant adequately staffed last year?</li> <li>Yes</li> <li>No</li> <li>If No, please explain:</li> </ul>	
Could use more help/staff for:	
<ul> <li>1.2 Did your wastewater staff have adequate time to properly operate and maintain the plant and fulfill all wastewater management tasks including recordkeeping?</li> <li>Yes</li> </ul>	
o No	
If No, please explain:	
<ul> <li>2. Preventative Maintenance</li> <li>2.1 Did your plant have a documented AND implemented plan for preventative maintenance on major equipment items?</li> <li>Yes (Continue with question 2)</li> <li>No (40 points)</li> </ul>	
If No, please explain, then go to question 3:	
<ul> <li>2.2 Did this preventative maintenance program depict frequency of intervals, types of lubrication, and other tasks necessary for each piece of equipment?</li> <li>Yes</li> </ul>	0
o No (10 points)	
<ul> <li>2.3 Were these preventative maintenance tasks, as well as major equipment repairs, recorded and filed so future maintenance problems can be assessed properly?</li> <li>Yes</li> </ul>	
<ul> <li>Paper file system</li> <li>Computer system</li> <li>Both paper and computer system</li> <li>No (10 points)</li> </ul>	
3. O&M Manual	
<ul> <li>3.1 Does your plant have a detailed O&amp;M and Manufacturer Equipment Manuals that can be used as a reference when needed?</li> <li>Yes</li> <li>No</li> </ul>	
4. Overall Maintenance /Repairs	
<ul> <li>4.1 Rate the overall maintenance of your wastewater plant.</li> <li>O Excellent</li> <li>O Very good</li> <li>Good</li> </ul>	
o Fair	
o Poor	
Describe your rating:	

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The facility has been well maintained in a fashion that is conducive to the long term success of the utility. With that said I feel we can work continually towards improved operations and maintenance.

Total Points Generated			
Score (100 - Total Points Generated)			
Section Grade			

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#### Operator Certification and Education

4. Continuing Education Credits

1.1 Did y  • Yes (0  • No (2  Name:	O points)  M REEL	n-charge during the	report year?			0
2.1 In acc and subcl treatmen  Sub Class  A1  A2  A3  A4  A5  B  C  P  N  D  L  U  SS  2.2 Was t plant? (Nonly.)  • Yes (0	ation Requirements cordance with Chapter NR 114.56 lass(es) were required for the op t plant and what level and subcla  SubClass Description  Suspended Growth Processes Attached Growth Processes Recirculating Media Filters Ponds, Lagoons and Natural Anaerobic Treatment Of Liquid Solids Separation Biological Solids/Sludges Total Phosphorus Total Nitrogen Disinfection Laboratory Unique Treatment Systems Sanitary Sewage Collection the operator-in-charge certified a ote: Certification in subclass SS, points) O points)	erator-in-charge (Oass(es) were held by WWTP Advanced  X  X  X  X  X  X  X  X  X  X  X  X  X	NA vel and subc	or-in-charge? OIC Basic  NA Blass(es) to o	Advanced  X  X  X  X  X  X  X  NA  perate this	O
3.1 In the to ensure of the foll \( \text{\texi}\text{\text{\texi}\text{\text{\text{\text{\texi}\tint{\text{\texi}\text{\text{\texi{\texi{\text{\texi{\texi{\texi}	sion Planning e event of the loss of your design the continued proper operation lowing options (check all that apport more additional certified operations) rangement with another certified rangement with another communication on staff who has an operatified within one year sultant to serve as your certified of the above (20 points) to of the above is selected, please	and maintenance of oly)? tors on staff operator nity with a certified of tor-in-training certified operator	the plant th	at includes c	one or more	0

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4.1 If you had a designated operator-in-charge, was the operator-in-charge earning Continuing Education Credits at the following rates?

OIT and Basic Certification:

• Averaging 6 or more CECs per year.

• Averaging less than 6 CECs per year.

Advanced Certification:

- Averaging 8 or more CECs per year.
- O Averaging less than 8 CECs per year.

Total Points Generated			
Score (100 - Total Points Generated)			
Section Grade			

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Whitewater Wastewater Treatment Facil Last Updated: Reporting For: 5/30/2017 2016 Financial Management 1. Provider of Financial Information Name: Steve Hatton Telephone: (XXX) XXX-XXXX 262-473-1380 E-Mail Address (optional): shatton@whitwater-wi.gov 2. Treatment Works Operating Revenues 2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system? • Yes (0 points) O No (40 points) If No, please explain: 2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised? Year:  $\Omega$ 2015 • 0-2 years ago (0 points) o 3 or more years ago (20 points) N/A (private facility) 2.3 Did you have a special account (e.g., CWFP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system? • Yes (0 points) O No (40 points) REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3] 3. Equipment Replacement Funds 3.1 When was the Equipment Replacement Fund last reviewed and/or revised? Year: 2015 • 1-2 years ago (0 points) o 3 or more years ago (20 points) If N/A, please explain: 3.2 Equipment Replacement Fund Activity 3.2.1 Ending Balance Reported on Last Year's CMAR \$ 1,709,420.00 3.2.2 Adjustments - if necessary (e.g. earned interest, 0.00 audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.) 1,709,420.00 3.2.3 Adjusted January 1st Beginning Balance 3.2.4 Additions to Fund (e.g. portion of User Fee, 857,279.00 earned interest, etc.)

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# Compliance Maintenance Annual Report Whitewater Wastewater Treatment Facil

vnitewater wastewater Freatment Facil	5/30/2017	2016	ונ
Please note: If you had a CWFP loan, this amount was originally ba Assistance Agreement (FAA) and should be regularly updated as no instructions and an example can be found by clicking the SectionInsheader in the left-side menu.  3.3.1 Is the December 31 Ending Balance in your Replacement Fundamenter than the amount that should be in it (#3.3)?  • Yes	\$ 241,241 \$ 2,325,458  repairs from 3.2.5  project. Reimburs ram.  ,444,173.00  sed on the Financia seded. Further calcustructions link und	above. sement for al ulation er Info	
O No If No, please explain.			
<ul> <li>4. Future Planning</li> <li>4.1 During the next ten years, will you be involved in formal planning or new construction of your treatment facility or collection system?</li> <li>Yes - If Yes, please provide major project information, if not alread No</li> </ul>	ady listed below.		
Project Project Description #	Estimated Cost	Approximate Construction Year	
The cost noted below is a cursory engineering estimate for a construction proj meet new phosphorus regulations. It would include the construction of an additional filtration system for plant effluent. Our limit for total phosphorus in future will be 0.075 mg/L.		0 2022	
5. Financial Management General Comments	•		_
We have a new Financial Director as of May 2017. In the coming meassess Wastewater Utility funds and begin working towards a long to			
ENERGY EFFICIENCY AND USE			
<ul><li>6. Collection System</li><li>6.1 Energy Usage</li><li>6.1.1 Enter the monthly energy usage from the different energy sou</li></ul>	rces:		
COLLECTION SYSTEM PUMPAGE: Total Power Consumed  Number of Municipally Owned Pump/Lift Stations:  8			

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Describe and Comment:

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#### 6.4 Future Energy Related Equipment

6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?

By continuing to target historic I&I we should also minimize unnecessary electrical costs.

- 7. Treatment Facility
- 7.1 Energy Usage
- 7.1.1 Enter the monthly energy usage from the different energy sources:

TREATMENT PLANT: Total Power Consumed/Month

	Electricity Consumed (kWh)	Total Influent Flow (MG)	Electricity Consumed/ Flow (kWh/MG)	Total Influent BOD (1000 lbs)	Electricity Consumed/ Total Influent BOD (kWh/1000lbs)	Natural Gas Consumed (therms)
January	191,233	49.71	3,847	68.79	2,780	12,259
February	162,039	46.40	3,492	80.48	2,013	11,908
March	167,741	52.37	3,203	84.17	1,993	6,542
April	193,609	53.98	3,587	84.87	2,281	3,928
May	153,487	42.91	3,577	3,577 80.38		1,846
June	156,396	33.21	4,709	4,709 54.69		837
July	145,420	28.54	5,095	6,095 63.58 2,287		1,255
August	134,441	33.54	4,008	72.51	1,854	770
September	151,950	38.82	3,914	74.76	2,033	939
October	129,982	43.75	2,971	82.89	1,568	1,761
November	142,393	42.68	3,336	71.91	1,980	4,801
December	176,252	42.20	4,177	71.15	2,477	8,866
Total	1,904,943	508.11		890.18		55,712
Average	158,745	42.34	3,826	74.18	2,170	4,643

7	. 1	1.2	Comments:

7.2 Ener	gy Relat	ed Pro	cesses	s an	d Equip	ment					
										 (01	

7.2.1 Indicate equipment and practices utilized at your treatment facility (Check all that apply):

☐ Aerobic Digestion

■ Anaerobic Digestion

☑ Biological Phosphorus Removal

☐ Coarse Bubble Diffusers

☑ Dissolved O2 Monitoring and Aeration Control

☐ Effluent Pumping

☐ Nitrification

☑ UV Disinfection

☑ Variable Speed Drives

☐ Other:

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Last Updated: Reporting For: Whitewater Wastewater Treatment Facil 5/30/2017 2016 7.2.2 Comments: 7.3 Future Energy Related Equipment 7.3.1 What energy efficient equipment or practices do you have planned for the future for your treatment facility? Our facility is undergoing a substantial upgrade. Included in this is a complete replacement of the electrical infrastructure with the exception of four MCC's. New MCC's will have electrical meters allowing us to continuously monitor power usage. This will allow us to make more informed operational decisions relative to electrical usage. In addition, many new VFD's will be installed as part of our upgrade. 8. Biogas Generation 8.1 Do you generate/produce biogas at your facility? o No Yes If Yes, how is the biogas used (Check all that apply): ☐ Building Heat ☑ Process Heat ☐ Generate Electricity ☐ Other: 9. Energy Efficiency Study 9.1 Has an Energy Study been performed for your treatment facility? O No Yes ☑ Entire facility Year: 2003 By Whom: WI Focus on Energy Describe and Comment: The purpose of the report was to get a better understanding of the utilities energy needs and identify energy saving opportunities. ☐ Part of the facility Year: By Whom: 89 of 118 Describe and Comment:

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Total Points Generated		
Score (100 - Total Points Generated)	100	
Section Grade	А	

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### Sanitary Sewer Collection Systems

1. Constitution of Constitution of Military (CMON) Program	
1. Capacity, Management, Operation, and Maintenance (CMOM) Program	
1.1 Do you have a CMOM program that is being implemented?	
• Yes	
o No	
If No, explain:	
1.2 Do you have a CMOM program that contains all the applicable components and items	
according to Wisc. Adm Code NR 210.23 (4)?	
• Yes	
o No (30 points)	
o N/A	
If No or N/A, explain:	
The or will explain.	
1.3 Does your CMOM program contain the following components and items? (check the	
components and items that apply)	
☑ Goals [NR 210.23 (4)(a)]	
Describe the major goals you had for your collection system last year:	
As in the past our major goal identified last year was to essentially increase our awareness of	
the overall condition of our system. If we don't know what's broke how can we spend our	
dollars appropriately? The above overarching goal will always exist. In addition, each year we	
make strides towards improved recordkeeping of all collection system data. This is being	
accomplished by maximizing the functionality of our existing GIS program.	
Did you accomplish them?	
• Yes	
o No	
If No, explain:	
☐ Organization [NR 210.23 (4) (b)]	
Does this chapter of your CMOM include:	
☐ Organizational structure and positions (eg. organizational chart and position descriptions)	
☑ Internal and external lines of communication responsibilities	
☑ Person(s) responsible for reporting overflow events to the department and the public	
□ Legal Authority [NR 210.23 (4) (c)]	
What is the legally binding document that regulates the use of your sewer system?	
Sewer Use Ordinance	
If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and	
revised? (MM/DD/YYYY) 01/01/1980	
Does your sewer use ordinance or other legally binding document address the following:	
□ Private property inflow and infiltration	
☑ New sewer and building sewer design, construction, installation, testing and inspection	
☐ Rehabilitated sewer and lift station installation, testing and inspection	
☐ Sewage flows satellite system and large private users are monitored and controlled, as	
necessary	
☐ Fat, oil and grease control	
□ Enforcement procedures for sewer use non-compliance	
☑ Operation and Maintenance [NR 210.23 (4) (d)]	
Does your operation and maintenance program and equipment include the following:	
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Whitewater Wastewater Treatment Facil Last Updated: Reporting For: 5/30/2017 2016 ☐ Equipment and replacement part inventories ☑ Up-to-date sewer system map A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation A description of routine operation and maintenance activities (see question 2 below) ☐ Capacity assessment program ☑ Basement back assessment and correction ☐ Regular O&M training ☑ Design and Performance Provisions [NR 210.23 (4) (e)] What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private ☑ State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements ☑ Construction, Inspection, and Testing ☐ Others: 0 ☑ Overflow Emergency Response Plan [NR 210.23 (4) (f)] Does your emergency response capability include: ☑ Responsible personnel communication procedures ☑ Response order, timing and clean-up ☑ Public notification protocols ☑ Training ☑ Emergency operation protocols and implementation procedures ☐ Annual Self-Auditing of your CMOM Program [NR 210.23 (5)] ☐ Special Studies Last Year (check only those that apply): ☐ Infiltration/Inflow (I/I) Analysis ☐ Sewer System Evaluation Survey (SSES) ☐ Sewer Evaluation and Capacity Managment Plan (SECAP) ☐ Lift Station Evaluation Report ☐ Others: 2. Operation and Maintenance 2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained. % of system/year Cleaning 19.4 2.2 % of system/year Root removal % of system/year Flow monitoring O % of system/year Smoke testing Sewer line % of system/year 9.6 televising Manhole 19.5 % of system/year inspections # per L.S./year Lift station O&M Manhole % of manholes rehabbed rehabilitation 0.3 Mainline % of sewer lines rehabbed 1.8 rehabilitation

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Vhi	tewater Wastewa	ter Treatment Facil		5/30/2017	Reporting 2016	
	ivate sewer spections	0 %0	of system/year			
	ivate sewer I/I moval	0 % 0	of private services			
	ver or water ossings	0 % 0	of pipe crossings evalua	ated or maintai	ned	
	Please include additi	onal comments about your sani	tary sewer collection s	ystem below:		
	based on some of t	itional and continued resources he below performance indicators will continue to work diligently t	s. Though progress m	ay be slow we	. ~ 11	
		ors ing collection system and flow in Total actual amount of precipita				
	34.49	Annual average precipitation (for	or your location)			
	52	Miles of sanitary sewer				
	8 Number of lift stations					
	0	Number of lift station failures				
	0	Number of sewer pipe failures				
	4	Number of basement backup od	ccurrences			
	7	Number of complaints				
	1.39	Average daily flow in MGD (if a	vailable)			
	53.579	Peak monthly flow in MGD (if a	vailable)			
	5.525	Peak hourly flow in MGD (if ava	ailable)			
3.	2 Performance ratios 0.00	s for the past year: Lift station failures (failures/yea	ar)			
	0.00	Sewer pipe failures (pipe failure	es/sewer mile/yr)			
	0.04	Sanitary sewer overflows (num	ber/sewer mile/yr)			
	0.08	Basement backups (number/se	wer mile)			
	0.13	Complaints (number/sewer mile	e)			
	38.5	Peaking factor ratio (Peak Mont	thly: Annual Daily Avg)			
ĺ	4.0	Posking factor ratio (Posk Hour	dy: Appual Daily Aya)			

#### 4. Overflows

	LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OFERFLOWS REPORTED **							
	Date	Location	Cause	Estimated Volume (MG)				
0	03/30/2016 10:25:00 AM - 03/30/2016 10:40:00 AM	TFO - Primary effluent splitter box at WWTP		0.0018 - 0.0018				
		L	Broken Sewer, Broken Sewer	0.01 - 0.01				

<sup>\*\*</sup> If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

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What actions were taken, or are underway, to reduce or eliminate SSO or TFO occurences in the future?

Both overflow occurrences were the direct result of contractor error as part of the ongoing construction project at our facility. No SSO's occurred in the City otherwise.

- 5. Infiltration / Inflow (I/I)
- 5.1 Was infiltration/inflow (I/I) significant in your community last year?
- Yes
- O No

If Yes, please describe:

Based on flow increases that correspond with rainfall at the treatment facility there remains a need for continued work towards minimizing clear water impacts.

- 5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?
- Yes
- O No

If Yes, please describe:

I&I has affected collection system performance from the standpoint that we simply pump more volume via our lift stations. At the treatment facility the high flow condition increases line velocity and creates slugs loads of grit into the facility. This has caused equipment failures, plugged lines etc. Additionally, the increase in clear water dilutes the strength of the waste which affect our lab BOD seed source and associated analysis. We will have to be more conscious of this cause and affect relationship as we move towards a Bio-P system.

5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:

We have identified a particular lift station service area that has shown a noticeable increase in pumping time. We first eliminated the cause as being tied to any mechanical means. i.e. worn or plugged pumps. This concern will continue to be investigated and monitored in 2017.

5.4 What is being done to address infiltration/inflow in your collection system?

Areas identified as being a source of I&I are being remedied in a variety of ways. This year we will be using CIPP, pressure test & grout and direct chemical grout injection techniques. The amount of work we do each year is based upon our economic limits. Currently we budget \$100K each year for these various maintenance activities.

Total Points Generated	
Score (100 - Total Points Generated)	100
Section Grade	А

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#### **Grading Summary**

WPDES No: 0020001

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS		
Influent	Α	4	3	12		
BOD/CBOD	А	4	10	40		
TSS	А	4	5	20		
Ammonia	А	4	5	20		
Phosphorus	А	4	3	12		
Biosolids	А	4	5	20		
Staffing/PM	PM A		1	4		
OpCert	А	4	1	4		
Financial	А	4	1	4		
Collection	А	4	3	12		
TOTALS			37	148		
GRADE POINT AVERAGE (GPA) = 4.00						

#### Notes:

A = Voluntary Range (Response Optional)

B = Voluntary Range (Response Optional)

C = Recommendation Range (Response Required)

D = Action Range (Response Required)

F = Action Range (Response Required)

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Whitewater Wastewater Treatment Facil Last Updated: Reporting For: 5/30/2017 2016 Resolution or Owner's Statement Name of Governing Body or Owner: City of Whitewater Date of Resolution or Action Taken: 6/6/2017 Resolution Number: Date of Submittal: ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F): Influent Flow and Loadings: Grade = A Effluent Quality: BOD: Grade = Effluent Quality: TSS: Grade = Effluent Quality: Ammonia: Grade = A Effluent Quality: Phosphorus: Grade = A Biosolids Quality and Management: Grade = Staffing: Grade = A Operator Certification: Grade = Financial Management: Grade = Collection Systems: Grade = A (Regardless of grade, response required for Collection Systems if SSOs were reported) ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS (Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00) G.P.A. = 4.00

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## City of Whitewater Council Agenda Item Information Sheet

MEETING DATE: 5/16/2017 ITEM: Amendment to Annexation

PRESENTER: City Planner

PREVIOUS ACTION, IF ANY: None.

SUMMARY OF ITEM BEING PRESENTED: Recommendation to the Common Council concerning the petition for annexation of two parcels of land located west of N. Tratt Street, Tax parcel number: 004-0515-3233-008 in the Town of Cold Springs and D W600009 in the Town of Whitewater.

BUDGET IMPACT, IF ANY: N/A

BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION, IF ANY: The Plan and Architectural Review Commission took action to recommend approval on May 8th, 2017.

STAFF RECOMMENDATION: Please see Planner Report

RECOMMENDED MOTION: N/A

ATTACHMENT(S) INCLUDED (If none, please state): Planners Report

FOR MORE INFORMATION CONTACT:

Chris Munz-Pritchard, cmunz-pritchard@whitewater-wi.gov, 262-473-0143.

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To: City of Whitewater Plan and Architectural Review Commission

From: Chris Munz-Pritchard City Planner

Date: May 8<sup>th</sup> 2017

Re: Item # 8 Review and make recommendation to the Common Council concerning the petition for annexation of two parcels of land located west of N. Tratt Street, Tax parcel number: 004-0515-3233-008 in the Town of Cold Springs and D W600009 in the Town of Whitewater.

**Item # 9** Proposed Zoning Map Amendment to temporarily classify the below parcel as zoning District R-3 Multi-family residence district under chapter 19.21 of the zoning ordinance of the City of whitewater upon their annexation into the City of Whitewater.

Request: A Representative from Kienbaum Family Trust and Carl Kienbaum has filed a unanimous petition for direct annexation of roughly 10.6 acres to the City. The proposed annexation area is two contiguous parcels located in two Counties on the North side of the City of Whitewater on the west side of Tratt Street. The first is located in the town of Cold Spring in Jefferson County Wisconsin and the second is located in the town of Whitewater in Walworth County Wisconsin. The parcels, when combined, are surrounded by the City.

Property Address:	Tax ID #'s	Property Owner:
Vacant Land on the west	004-0515-3233-008 Town of Cold Springs	Carl Kienbaum
side of N. Tratt Street	D W 600009 Town of Whitewater	Kienbaum Family Trust

<u>Sewer Service Area Planning</u>: The proposed annexation area is located within Whitewater's Sanitary Sewer Service Area – where sewer service and related City growth is expected within the next 20 years.

Relationship to City Plans: The City's current Comprehensive Plan (2030) Future Land Use Map shows this area as Future Neighborhood and Higher Density Residential.

 <u>Higher Density Residential</u>: A variety of residential units, including rental apartment complexes, condominiums, townhouses, and some single- and twofamily residences interspersed.

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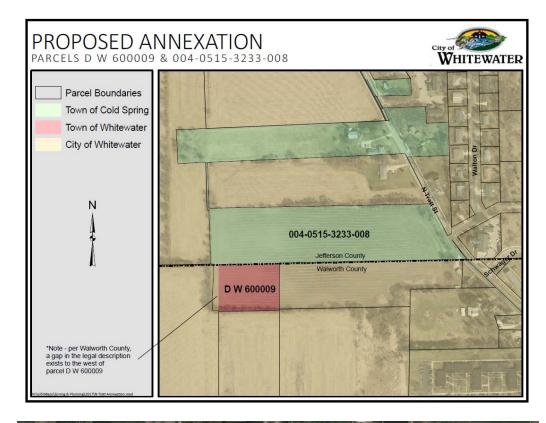
• <u>Future Neighborhood</u>: A carefully planned mix of primarily single-family residential development, including some two-family, higher density residential, and neighborhood-compatible business and institutional uses that are consistent with the residential character of the area (Page 66 of Comp Plan).

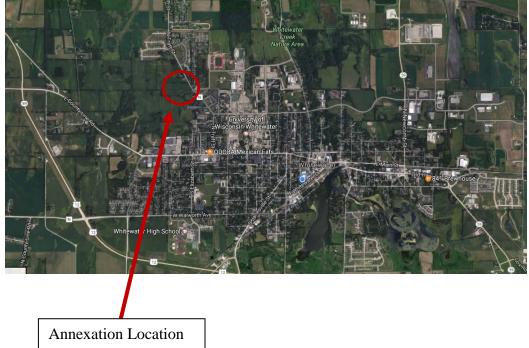
Zoning: Section 19.12.040 of the City zoning ordinance requires the assignment of a temporary zoning designation upon annexation. A temporarily classify the parcels as zoning District R-3 Multi-family residence. Permanent zoning is being assigned at a later date. Additional development proposals may require the approval of the Plan and Architectural Review Commission and will follow Chapter 19.63 Plan Review.

<u>Recommendations</u>: The Plan Commission recommend to the City Council approve the annexation with a temporary R-3 Multi-family residence district classification of the subject site for Kienbaum Family Trust and Carl Kienbaum subject to the following:

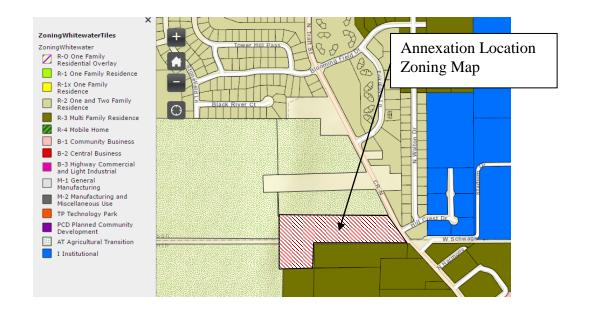
- 1. In review of Walworth County GIS, a gap in the legal description exists to the west of parcel D W 600009. This gap should be resolved with Walworth County.
- 2. Development proposals located in this area may require the approval of the Plan and Architectural Review Commission and will follow Chapter 19.63 Plan Review.
- 3. State Statures requires a letter from the Department of Administration evaluating the annexation. The City needs to receive of the required evaluation letter from the Department of Administration.
- 4. Any other conditions identified by City Staff or the Plan Commission.

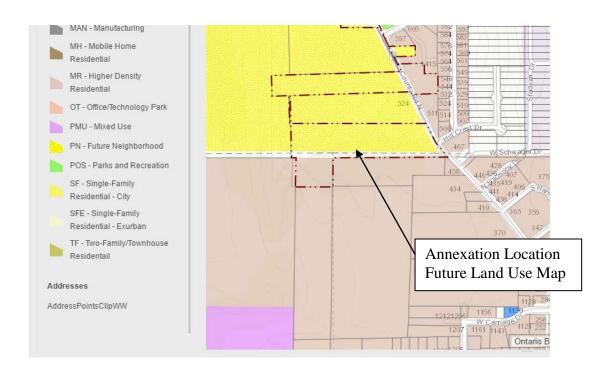
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# WHITEWATER POLICE DEPARTMENT INTEROFFICE MEMORANDUM

TO: Michelle Smith, City Clerk

FROM: Lisa K. Otterbacher, Chief of Police

SUBJECT: 2017-2018 Alcohol Beverage License Renewals – No Violations

DATE: May 26, 2017

Effective May 26, 2017, pertinent records of the appropriate local and state agencies have been searched and no information was disclosed that would hinder the issuance of the requested licenses. The attached information is being supplied on an official basis. Only that information which would bear upon these applications is recorded.

LKO/kb

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# 2017 - 2018 Alcohol License Summary RENEWAL APPLICATIONS - NO VIOLATIONS

BUSINESS	AGENT	LOCAL ARREST RECORD (violations on/after 6/01/14)	CIB/NCIC Wants	CIBR "E" CHECK (violations on/after 6/01/14)	Convicted Felon
Acorn Beverage 561 E Milwaukee St	Richard Hartmann	No arrests on/after 06/01/14 - 05/04/17 cas	No	No arrests on/after 6/1/14 cas	No
Beer Here 617 E Milwaukee St	John A Cordio	No arrests hcb/kb	No	No Record - kb	No
Black Sheep 206-210 W Whitewater St.	Tyler R Sailsbery	No arrests on/after 06/01/14 - 05/11/17 kb	No	No Record - kb	No
Casual Joes 319 W James St	Tyler R Sailsbery	No arrests on/after 06/01/14 - 05/11/17 kb	No	No Record - kb	No
Brass Rail Saloon 130 W Main St	David L Bergman	No arrests on/after 06/01/14 - 05/16/17 cas	No	No arrests on/after 6/1/14 cas	No
Campus Quick Shop 1134 W Main St	Jason Michael McArdle	5/9/17 Cited for seat belt violation - no disposition kb	No	No Record - kb	No
Five Points BP 804 W Walworth St	Jason Michael McArdle	5/9/17 Cited for seat belt violation - no disposition kb	No	No Record - kb	No
Coyote Grill (Lil' Debbie's) 132 W Center St	Deborah A Mischka	No Record - kb	No	No Record - kb	No
Cozumel Mexican Restrauant 1139 W Main Street	Jose Jesus Lopez	No arrests on/after 06/01/14 - 05/11/17 kb	No	No Record - kb	No
Denny K's Bar & Grill 156 W Whitewater St	Dennis M Knopp	No arrests on/after 06/01/14 - 05/04/17 cas	No	No Record - cas	No
Fanatico 162 W Main St	Bajram Spahijoski	2015 Traffic citation - 05/11/17 cas	No	No Record - cas	No
Fat Jack's of Whitewater 146 W. Main Street	Mark T Wokasch	No arrests on/after 06/01/14- 05/11/17 kb	No	No arrests on/after 06/01/14- 05/11/17 kb	No
Ground Zero 204 W Main St	Katherine Gibbs	No Record - kb	No	No Record - kb	No
Gus' Pizza Palace 139 W Main St	George C Christon	No arrests on/after 06/01/14 - 05/11/17 kb	No	No Record - kb	No
Jessica's Restaurant 140 W Main St	Ilmi Shabani	No Record - kb	No	No Record - kb	No
Karina's Mexican Restaurant 1170 W Main St	Clara Rocha	Traffic violation before 06/01/14 - kb	No	No Record - kb	No
La Preferida 132 W Main St	Luis Islas Martinez	No arrests on/after 06/01/14 - 05/11/17 cas	No	No Record - cas	No
Rick's Eastside Pub 561 E Milwaukee St	Richard Hartmann	No arrests on/after 06/01/14 - 05/04/17 cas	No	No arrests on/after 6/1/14 cas	No
Rocky Rococo 1210 W Main St	Kenneth L Dahnert	No Record - kb	No	No Record - kb	No
San Jose Mexican Store 148 W Main St	Jose J Barajas Villegas	No arrests on/after 06/01/14 - 05/11/17 cas	No	No Record - kb	No

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Revised: 05/26/2017 4:14 PM

# 2017 - 2018 Alcohol License Summary RENEWAL APPLICATIONS - NO VIOLATIONS

BUSINESS	AGENT	LOCAL ARREST RECORD (violations on/after 6/01/14)	CIB/NCIC Wants	CIBR "E" CHECK (violations on/after 6/01/14)	Convicted Felon
Simply Convenient 176 W Main St	Bonnie Jean Prince	No Record - kb	No	No Record - kb	No
Station 1 140 W Center St	Patrick L Wellnitz	No arrests on/after 06/01/14 - 04/24/17 cas	No	No arrests on/after 6/1/14 cas	No
The Station (SBL Petro Inc DBA) 844 E Milwaukee St	Amar Nath	No Record - kb	No	No Record - kb	No
Walgreens 1041 W. Main St.	Monica M Hacker	No Record - 04/27/17 cas	No	No Record - cas	No
Walmart 1362 W Main Street	Joseph P Marx III	2016 Traffic citation - kb	No	No Record - kb	No

# WHITEWATER POLICE DEPARTMENT INTEROFFICE MEMORANDUM

TO: Michelle Smith, City Clerk

FROM: Lisa K. Otterbacher, Chief of Police

SUBJECT: 2017 - 2018 Alcohol Beverage License Renewals – Violations

DATE: May 26, 2017

Effective May 26, 2017, pertinent records of the local and state agencies have been searched concerning the applicants for alcohol beverage license renewals. The attached information is being supplied on an official basis. Only that information which would bear upon these applications is recorded.

Qualifications for license in accordance with Wisconsin State Statute 125.04(5)(a) as affected by Chapter 79 and 391, Laws of '81 effective 1/1/82 which states in part: "Natural persons. Licenses and permits related to alcohol beverages, issued to natural persons under this chapter, may be issued only to persons who: 1. Do not have an arrest or conviction record, subject to s. 111.321, 111.322, and 111.335: . . ." Statute 111.335---Arrest or conviction record: Exceptions and special cases---reads in part: "(c) Notwithstanding s.111.322 it is not employment discrimination because of conviction record to refuse to employ or license, or to terminate from employment or licensing any individual who: 1. Has been convicted of any felony, misdemeanor or other offense the circumstances of which substantially relate to the circumstances of the particular job or licensed activity; or . . ."

The licensees on the attached sheet have arrests, violations and/or convictions which substantially relate to the requested alcohol license. Please note that the department is not recommending denial of any of these licenses. This information is provided to give the common council information that it may want to consider in making its decisions. The City Attorney's office has advised us that there must be a formal hearing held before the alcohol licensing committee prior to the denial of any license renewal.

LKO/kb

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# 2017-2018 Alcohol License Summary RENEWAL APPLICATIONS - VIOLATIONS

BUSINESS	AGENT	LOCAL ARREST RECORD (violations on/after 6/01/14)	CIB/NCIC Wants	CIBR "E" CHECK (violations on/after 6/01/14)	Convicted Felon	NOTES
841 Brewhouse 841 E Milwaukee St	Burns, Lucas	5/10/17 Operate Auto While Intoxicated - no disposition 5/10/17 Illegal Blood Alcohol Content - no disposition	No	5/10/17 OAWI - WPD	No	
Cheap Shotz 214 W Whitewater St	Daniel A Rodriguez	01/03/16 LRAE - Closing Hours Violation - kb	No	No arrests on/after 6/1/14	No	
College Pub 202 W Whitewater St	Kirk R Rasmussen	No arrests on/after 06/01/14 - 05/11/17 kb	No	3/31/17 Operating Under the Influence - No disposition 3/31/17 Operating w/PAC >.08 - No disposiont	No	
Eastsider Citgo 650 Milwaukee St	Michael J Frawley	12/07/2015 LRAE - Sell to Underage cas	No	No Record - cas	No	
Westsider Liquor 1353 W Main St	Michael J Frawley	12/07/2015 LRAE - Sell to Underage cas	No	No Record - cas	No	
Mad Boar Pub 123 W Center St	Nicolas A. Marietta	04/02/17 Allow Underage on Licensed Premises 10/30/15 LRAE-Underage on Premises Additional violations prior to 06/01/14 - kb	No	No Record	No	
Mitchell's / Pumping Station 162 / 158 W Whitewater St	Gregory A Condos	08/13/15 LRAE - Other Additional violations prior to 06/01/14 - kb	No	No arrests on/after 6/1/14	No	

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# City of Whitewater Council Agenda Item Information Sheet

MEETING DATE: 06/06/17 ITEM: Citizen Committee Appointments

PRESENTER: City Manager

PREVIOUS ACTION, IF ANY: None.

#### SUMMARY OF ITEM BEING PRESENTED:

The process for the appointment of board, commission, and committee members is outlined in the Whitewater Municipal Code as follows:

#### 2.12.011

- (a) The city manager and the common council president shall review all board, commission and committee applicants and recommend nominees to the common council.
- (b) After considering the candidates nominated to the various boards, commissions, and committees, the common council shall appoint the members of said boards, commissions, or committees.

At this time, the City Manager and Common Council President would recommend the appointment of Russell Walton as a member of the Birge Fountain Committee.

BUDGET IMPACT, IF ANY: None.

STAFF RECOMMENDATION: Recommend appointment of Russell Walton to the Birge Fountain Committee.

ATTACHMENT(S) INCLUDED (If none, please state): **Citizen Application(s)** 

FOR MORE INFORMATION CONTACT:

Cameron Clapper, cclapper@whitewater-wi.gov, 262-473-0100.

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### **CITIZEN SERVICE INFORMATION FORM**

Nar	ne (Print):	Walton Last	Russelll First	R Middle	Date:	5/22/17	
Hor	ne Address	: 211 S. Prince St	. Whitewater, WI				
Bus	Business Name: RR Walton & Company LTD						
Bus	siness Addr	ess: 1005 W. Mai	n St, Whitewater, WI_				
Tele	ephone (Ho	me): 262-472-8989	)	(Work): 262-473	3-8646		
E-m	nail address	: rrwalton@rrwa	lton.com				
Whi	ich Boards,	Commissions, and	/or Committees intere	st you?			
Birg	ge Fountain	Committee					
We	•	•	our background, experi	,	ncerns in t	the above areas:	
	405 Panthe	r Ct			.0-728-06	62	
					2-473-05	42	
City 312 Whi	orn this form Clerk W. Whitew tewater, W. hith@white	ater Street	Signature		)		

# CITY OF WHITEWATER POLICY FOR FILLING COUNCILMEMBER POSITION VACANCIES

General:

In order to provide the citizens of the City of Whitewater with appropriate representation, a uniform procedure shall be used by the Common Council to fill vacancies in the elected position of councilmember.

Procedures: 1.

Whenever a councilmember position becomes vacant under the conditions listed in Sec. 17.03, Stats., the vacancy is filled by Common Council appointment, except when a recall election is held. A councilmember shall be chosen from interested candidates residing in the affected district, or in the case of an at-large position, from interested candidates residing in the City. A person so appointed shall hold office until a successor is elected and qualified.

- 2. According to Sec. 17.23(1)(a):
  - a) If a vacancy occurs on or before December 1, and the term does **not** expire the following April, unless otherwise ordered by the Council, a successor is chosen at the spring election.
  - b) If the vacancy occurs after December 1 preceding the first Tuesday in April, a successor is appointed and the election is held in April of the second year following the December cutoff date.
  - c) If a vacancy occurs between January 1 and May 31 of the second year of the unexpired term, Council appoints a person to fill the vacancy and has the option to order a special election concurrent with the November election.
- 3. At the next meeting of the Common Council after a position becomes vacant, the Council will declare the position to be vacant and may request that the City Clerk advertise the vacant position through a news release, through an advertisement in the City's official newspaper, and through any other means deemed appropriate. At this time the Council will establish a deadline for applications to be received from interested candidates. Such deadline should be at least one week prior to the meeting when candidates will be interviewed. (The Council, where authorized by the Wisconsin statutes, by a majority of those present, may, on the first Council meeting following a vacancy, elect to follow the alternative procedure of holding a special election, which election would be ordered as soon as possible, pursuant to the procedures and time frames set forth in the Wisconsin Statutes, as they are interpreted by the Government Accountability Board.
- 4. Applicants will be required to submit a completely filled out Letter of Interest to Serve on Common Council. This form will be available on the City website or upon request of the City Clerk. Candidates may submit reference letters. Only applications received by the published deadline will be considered.
- 5. Interviews are conducted in open session Common Council meetings. As with all open sessions, interested news media and public may be present throughout the entire process. No public input will be taken during the interview or voting process.
- 6. The candidates will be notified of the date when applications will be considered and requested to attend.

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- 7. Each candidate will be given an opportunity to make a presentation to the Council and the Council may ask candidates questions. All candidates may be present throughout the process.
- 8. After the presentations have been concluded, the Council may discuss qualifications of candidates. The Council may recall individual candidates to clarify any issues previously discussed. The Council may decide not to choose a candidate at the current meeting and decide on a different process for the appointment.
- 9. Each councilmember votes for one candidate. Voting may be conducted by roll call or by paper ballot. If paper ballots are used, ballots must contain the name of the person voting. The individual receiving the least number of votes on the first ballot will no longer be considered a candidate and additional balloting continues using the same process until only one candidate receives a majority of votes cast. There may be additional discussion by councilmembers between each vote. A candidate must receive a majority of votes cast to be elected. An abstention by a councilmember during the voting process is not considered a vote.
- 10. Following the completion of balloting, the prevailing candidate shall be appointed to complete the unexpired term of office.
- 11. The oath of office shall be administered by the City Clerk and the responsibilities and term of office shall be assumed immediately.
- 12. The individual appointed may seek candidacy for the elected office.
- 13. This policy may be amended at any time.

Adopted 12/4/2012

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#### **APPLICATION FOR APPOINTMENT TO COMMON COUNCIL**

Please consider this application my intent to seek City of Whitewater Common Council appointment to fill the remaining term for the position of Councilmember AD 1 (This term will expire on April 19, 2016)

Full Name:				
Street Address:				
City, State, Zip:				
Phone #	E-Mail:			
If appointed, I plan to run for the Councilm (Circle One)	nember AD 1 position	in the April, 2016 election.		
Yes	No	Undecided		
Employment History:				
Educational Bankground:				
Political Experience: (include any elected or appointed positions or common terms of the common terms of t	mittees you have served on	)		
Community Service Experience: (include volunteer work or other community activities)				
Signature of Applicant:		Date:		

Submit your application to the City Clerk at 312 W. Whitewater Street, Whitewater, WI 53190 or by email to <a href="mailto:msmith@whitewater-wi.gov">msmith@whitewater-wi.gov</a> on or before: September 4, 2015.

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# City of Whitewater Council Agenda Item Information Sheet

MEETING DATE: 6/6/2016 ITEM: POLCO Questions for Consideration

PRESENTER: City Manager on behalf of the PR & Communications Manager

PREVIOUS ACTION, IF ANY: None

#### SUMMARY OF ITEM BEING PRESENTED:

In an effort to more effectively utilize POLCO to engage the community and glean feedback regarding community-related issues, staff would like to begin posting questions on light topics over the next few weeks.

Per the newly approved guidelines for use of the POLCO system, potential questions for the POLCO system must be approved by the Common Council before they are posted.

The attached list of questions was prepared drawing from staff suggestions as well as from examples from other POLCO communities. Questions from the list can be used, but some as suggested by the Common Council would also be welcome.

Questions that seemed the most appropriate to staff as a first step to using the system are highlighted in yellow.

BUDGET IMPACT, IF ANY: None

BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION, IF ANY: None

STAFF RECOMMENDATION: Recommend approval of a number of questions as specified by the Common Council.

RECOMMENDED MOTION: Motion to approve POLCO questions as proposed.

ATTACHMENT(S) INCLUDED (If none, please state that) **POLCO Questions List** 

FOR MORE INFORMATION CONTACT:

Kristin Mickelson, <u>kmickelson@whitewater-wi.gov</u>, 262.473.0387 Cameron Clapper, <u>cclapper@whitewater-wi.gov</u>, 262.473.0100

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#### Potential POLCO Questions- Draft 1

5-24-17

#### Community Services and Local Government

- 1. Does the City Council communicate effectively with residents?
- 2. Does the City Council seek enough input from citizens?
- 3. Are the facilities at the Irvin L. Young Library adequate for the next five years?
- 4. Are the facilities at the Senior Building at Starin Park adequate for the next five years?
- 5. Does the Planning and Architectural Review Commission apply the same level of scrutiny to all projects that come before it?
- 6. In the event new library facilities are needed, should they be located downtown or moved?
- 7. In the event new library facilities are needed, should money be put toward updating the current building and land restrictions?
- 8. Does the city need a Youth Center?
- 9. Do you attend City Council meetings?
- 10. Do you attend City Council meetings if an item directly affects you?
- 11. Would you attend more City Council meetings if the date or time was different?
- 12. Do you watch City Council meetings or other local government meetings on the Community Television Channel 990?
- 13. What do you think of our website?
- 14. Is the City's website helpful?
- 15. Do you view the City website?
- 16. Do you Facebook?

#### Sense of Community

- 17. Does Whitewater have a strong sense of community?
- 18. Would encouraging people to volunteer enhance Whitewater's sense of community?
- 19. Would providing opportunities for more community events (dances, block parties, pot lucks, etc.) bring a sense of community to Whitewater?
- 20. Should Whitewater work to attract more cultural or arts oriented organizations?
- 21. Should the City expend resources to determine if local tax rates can be sustained at current levels?
- 22. Would you support a digital kiosk with local information and events in a centralized location in town?

#### Schools and Education

- 23. Are safe bike and pedestrian routes to the schools needed?
- 24. Does the School District and the City Council work well together?
- 25. Do you feel the district has adequate class sizes?
- 26. Do you approve of the district curriculum?
- 27. Does the University and the community communicate well together?

#### **Recreational Offerings and Facilities**

- 28. Should the City add organized youth recreation programs such as biking, tennis, dance, etc?
- 29. Does the Parks and Recreation department need expanded recreational programs?
- 30. Are you satisfied with current Parks and Recreation programming?
- 31. Are Parks and Recreational programs giving opportunities to all citizens including novices, teens, adults, lower income residents, residents with disabilities?

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- 32. Should the City expand cultural and other non-sport recreational programming?
- 33. Are you satisfied with bike/walking trails?
- 34. The one thing Whitewater needs right now is...?

#### **Public Transportation**

- 35. Are you satisfied with public transportation in Whitewater?
- 36. Does the City need to expand transportation options in Whitewater?

06/02/2017

- 37. Does the City need to explore options for resources to support residents' use of plug-in hybrid vehicles?
- 38. What do you think of bike lanes?
- 39. Should there be bike lanes on all main roads in Whitewater?

#### **Economic Development**

- 40. Attracting businesses with small environmental impact (e.g. high tech, health care) should be a priority?
- 41. Do you feel a grocery store is our most desired business in the City of Whitewater?
- 42. Does it matter where a grocery store is located or does necessity take priority?
- 43. Will you support the new Grocery Co. and a grocery store?
- 44. Do you feel the current library location is in the best location?
- 45. Would you support additions to the library in its current location?
- 46. Would you like to see more shopping options in Whitewater?
- 47. Would you like to see more food options in Whitewater?
- 48. Do you shop local?

#### **Environmental Protection**

- 49. The school district, University and the City should expend resources to jointly develop an outdoor science facility (e.g. an arboretum)?
- 50. The City should revisit the opportunities for recycling events when a market for recycled materials exists?
- 51. Do you feel zoning regulations should protect the environment even if they negatively affect economic development?

#### Sustainability

- 52. Should the City expend resources to develop an education program about the environment and sustainability?
- 53. Are you happy with the amount of green space within the City?
- 54. The City has 21 parks. Are the parks serviced and kept to a high standard on average?

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# City of Whitewater Council Agenda Item Information Sheet

MEETING DATE: 06/06/2017 ITEM: Wastewater Utility Auction Items

PRESENTER: Wastewater Superintendent

PREVIOUS ACTION, IF ANY: None

SUMMARY OF ITEM BEING PRESENTED: Presented to council members in their packets is a list of Wastewater Utility equipment is proposed for auction using the WI Surplus Online Auction service. During ongoing facility renovations staff has scrutinized existing inventory and identified equipment that will no longer be needed. Staff feels that, due to the specialized nature of some of the items being auctioned, the online service would draw the greatest interest. Staff used this service in 2014 and in 2016 with great success. Payment for winning bid totals will be received by the City in one to two weeks from bid end. The auction list, if approved, will be forwarded to the auction service on June 7, 2017 for posting.

BUDGET IMPACT, IF ANY: There are no listing fees with this service.

BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION, IF ANY: None

STAFF RECOMMENDATION: Recommend approval of the submitted list of items for auction on the WI Surplus Online Auction website.

RECOMMENDED MOTION: Motion to approve the submitted list of items for auction on the WI Surplus Online Auction website as included with this memo.

ATTACHMENT(S) INCLUDED (If none, please state that) **Wastewater Auction list 6-6-2017** 

FOR MORE INFORMATION CONTACT:

Tim Reel, treel@whitewater-wi.gov, 262.473.0560.

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# City of Whitewater Wastewater Utility Auction List 6-07-17

Item No.	Description	Additional Comments
1	Sheet Metal Bender	
2	Metering Equipment Enclosure	55"W x 76"H x 25"D
3	PA System	
4	Smith and Loveless Control Panel	
5	Long Life T-12 Ballast	BE105 240RM/12/EC/20/B 120V 60HZ
6	Crown Sampler Pump	
7	Water Loop Recirculating Pumps	Total of (3) + some parts
8	Air Acuated Bellows	Includes rebuild kits, nuematic tubing - total of (16)
9	Sigma 1600 Samplers	Total of (5) sampler units + parts
10	Peristaltic Pump and Fan	
11	Fairbanks Morse Shafted Pump Parts	
12	HVAC Equipment	Boiler equipment - + some parts to fit a Cleaver Brooks M4W-4500
13	Eurodrive Parts	
14	Used Motors	1/3 to 3 HP
15	New Motors	1/10 to 3/4 HP
16	Voltage Regulator for Army Generator	
17	Metering Pumps	(1) Liquid Metronics Miton Roy, (2) IWAKI EZB10D1-PC

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18	Garage Door Operator	1/2 HP
19	All Metal Machinery Casters	
20	Mini Air Compressor	
21	Hotsy Pressure Washer	1996 550C
22	Exit Light Bulbs	Long Life T6.5 CL 20 DC 130V #9022
23	GE Appliance Bulb + Tubular Lamps	Appliance Bulbs - 25w total o f(7), Tubular lamps - 20w total of (22)
24	Industrial Duty Flourscent Light Bulbs	CSL520 WITE9050 20w 120 VAC 60Hz - total of (10)
25	Assorted Hubbell Connectors	250V
26	Mercury Vapor Bulbs	MV428 H33 GL 400 DX Coated MOG - total of total of (1)
27	Metal Halide Lamp	MHL 150 M57 PF 175 C U - total of (4)
28	High Pressure Sodium Lamp	HS050 LP50 Clear Med - total of (27)
29	High Pressure Sodium Bulbs	LU 100 (S54) NAED 675142 - total of (10)
30	Sylvania Slimlite IncandescentBulbs	75w 4/Bx - total of (22 Boxes)/150w bulbs - total of (2)
31	Phillips Incandescent Light Bulbs	25w - total of (12)
32	Spot Light Bulbs/Outdoor Security Flood Light	Spot Light - 150w (3)/Outdoor Security Flood Light - 150w (1)
33	Core & Coil Ballast Kits	Total of (2)
34	Biax S Light Bulbs	13w - total of (8)
35	Misc. Asco Water Solenoirds - Used/Hour Meters	
36	Air or Hydraulic Manifolds	Total of (4)
37	Misc. Exterior Lighting	Metal Halide Fixtures - total of (6)

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38	Supply Fan	
39	Fan Control Panels	
40	Motors	(1) Used - 3/4 HP 230/460V, (1) New - 1/4 HP 208-230V
41	Electrical Enclosures	Used - total of (9)
42	Electrical Enclosure - Large	36 W x 48H x 13D - total of (1)
43	MSA - SCBA Kit	Self Contained Breathing Apparatus
44	Berko - Electrical Wall Heaters	Total of (2)
45	Electrical Enclosure	24"w x 36"H x 10"D
46	Utility Electrical Panel	42"W x 36"H x 10"D
47	American Optical Forty Microscope	Reserve \$25
48	Quebec Colony Counter	Reserve \$25
49	Perfektum Micro Mate	50 cc - glass syringe - Reserve \$10
50	Assortment of Lab Equipment	
51	Imhoff Cones	1 liter - total of (4)
52	Best Alarm Security System	Includes (4) motion detectors and a controller
53	Compressor	3/4 HP (no tank)

g:common/wi surplus/list of auction items june 2017

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